

**PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266**

**Notice of Public Meeting
June 2, 2015
8:30 a.m.
1st floor conference room
District Office**

AGENDA

I. CALL TO ORDER

- 1. Approval of Minutes**
 - May 5, 2015

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners**
- B. Administration**
- C. Employees**
- D. Citizens**

III. ACTION ITEMS

- A. Approval of Eligibility Lists:**
 1. Instructional Assistant- Special Education, IBI
 2. Food Service Assistant

IV. MEETING SCHEDULE

1. Regularly scheduled meeting Tuesday, July 7, 2015, 8:30am at District Office, first floor conference room.

V. ADJOURNMENT

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting, Carolyn Seaton, Executive Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

May 5, 2015

The meeting was called to order at 8:40a.m.

Attendees:

Commissioners: Cynthia Strand, Charles Southey, and Vida Holguin

Absent: None

District Staff: Carolyn Seaton, Executive Director, Human Resources and
Monica Ford, HR Technician

CSEA Representatives: None present

Employees: None present

I. CALL TO ORDER

1. Approval of Minutes-March 31, 2015
Ms. Holguin motioned to approved, seconded by Mr. Southey and
unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: Carolyn Seaton talked about the Classified Employee of the Year Program and the committee that was formed to select the District Employee of the Year.
- C. Employees: None Present
- D. Citizens: None Present
- E. Adjourn Personnel Commission Meeting and open Public Hearing: Adjourned
Personnel Commission Meeting and opened Public Hearing at 8:43am.

III. PUBLIC HEARING

- A. Presentation of Personnel Commission Budget for 2015-2016
- B. Commission Discussion of Budget: The Commissioners reviewed the Budget and commented on its increase, noting that benefits always go up.
- C. Public Input: None Present.
- D. Adjourn Public Hearing and Reopen Personnel Commission Meeting: Adjourned
Public Hearing and Reopened Personnel Commission Meeting at 8:45am.

IV. DISCUSSION ITEMS

- A. Discuss Merit Systems Rules to possibly include the option of having meetings via electronically - Ms. Holguin will take a look at the government code that permits participation by teleconference and draft a document to address this and bring to our next PC meeting on June 2, 2015.

V. ACTION ITEMS

- A. Personnel Commissioner Appointment: Mrs. Seaton proposed Charles Southey continue as Commissioner for the period of 1/2015- 12/2018 - Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
- B. Adopt Personnel Commission Budget for 2015-2016: Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
- C. Approval of Eligibility Lists:
 1. Instructional Assistant- Special Education
Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
 2. Instructional Assistant- Special Education- IBI
Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
 3. Operations Worker
Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
 4. Theater Technician
Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
- D. Approval of Revised Job Descriptions *Original and Draft*:
 1. Instructional Assistant- Special Education
 2. Instructional Assistant- Special Education- IBI

The Commissioners reviewed the job descriptions. A discussion was had about the NCLB requirement under Education. They collectively do not agree with this high standard of education in relation to the salary and feel a salary study is needed. Mr. Southey and Ms. Strand would also like to conduct an exit survey polling previous employees to find out their reason for leaving the District. Ms. Holguin agreed and motioned to table the item, seconded by Ms. Strand and unanimously approved by the Commissioners.

Recorder made note of the following changes on Job Descriptions:
Under Essential Duties and Responsibilities- add Special Education before Student on pg. 2 bullet 10. Under Licenses- add

provided by District after attend blood borne pathogen training.
Along with these there were other typographical corrections.

VI. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, June 2, 2015, 8:30am.

VII. ADJOURNMENT-The meeting was adjourned at 9:15am.

IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exams 5/18/15 Oral Exams 5/21/15

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Expires
	Timothy	Lowery									
	Jose	Ubod									2/3/2016
	Lisa	Kersenboom									2/3/2016

OPEN

Scoring:

Written: 30%
 Oral: 60%
 App: 10%

Type of Exam:

Open
 Open and Promotional
 Promotional

Certification Date:

Expiration Date:

Manhattan Beach Unified School District
Personnel Commission

Eligibility List
FOOD SERVICE ASSISTANT I

Test Date: Written Exam 3/10/15 Oral Exam

No.	First	Last	Phone	Written	Written @ 30%	Oral	Oral @30%	App	App @ 10%	Prom/Vet	Overall	Expires	status
OPEN													
1	Henry	Li										2/3/2016	postpone until 7/1 to f
2	Nadia	Aktifi											
3	Aida	Lopez										2/3/2016	2.25 lmsg

Scoring: Type of Exam:

Written: 30% (X) Open

App/Resume: () Open & Promotional

Oral: 30% () Promotional

Date of Certification:

Expiration Date:

Approved: