

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

Notice of Public Meeting
January 5, 2016
8:30 a.m.
1st floor conference room
District Office

AGENDA

I. CALL TO ORDER

- A. Approval of Minutes
 - 1. December 10, 2015

II. WRITTEN AND ORAL COMMUNICATION

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

III. ACTION ITEMS

- A. Approval of Eligibility Lists:
 - 1. Special Education- IBI

IV. MEETING SCHEDULE

- A. Next regularly scheduled meeting Tuesday, February 2, 2016, 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

December 10, 2015

Attendees:

Commissioners: Vida Holguin, Cynthia Strand, and Charley Southey

Absent: None

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

CSEA Representatives: None Present

Employees: None Present

I. CALL TO ORDER

The meeting was called to order at 9:05am.

1. Recess to Closed Session

Personnel Commissioners and Mrs. Seaton recessed to closed session to discuss:

- a. Public Employment, Per Government code section 54957, former substitute employee.

2. Reconvene to Open Session

Open session was reconvened at 10:07am

3. Report from Closed Session

Personnel Commission recommends reinstatement of employee # RN3737329 for consideration of the Board of Trustees.

4. Approval of Minutes-December 1, 2015

- a. Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

A. Commissioners: None

B. Administration: Mrs. Seaton recapped the events of this past Monday, December 7th, 2015, where Mira Costa High School had a bomb threat. Mrs. Seaton stated she was pleased with law enforcement and staff response to the crisis. Additionally she shared with the Commissioners the news of Guadalupe Delgado's passing. Lupe worked in Food Service at Mira Costa High School and was a district employee for 20 plus years.

C. Employees: None

D. Citizens: None

III. DISCUSSION

A. Benefit participation rate for Special Education Instructional Assistants.

Personnel Commissioners would like data on Instructional Assistant's turn-over rate. Mrs. Seaton informed them by May 2016 she would have some data to examine based on implementing exit interviews.

IV. ACTION ITEMS

A. Personnel Commissioner Appointment (Jointly appointed by two other Commissioners)

Ms. Holguin and Mr. Southey proposed Ms. Strand continue as Commissioner for the period of 1/2016 – 12/2019. Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

B. Chairperson Appointment (Jointly appointed by two other Commissioners)

Ms. Strand and Mr. Southey proposed Ms. Holguin continue as Chairperson for the period of 1/2016- 12/2016. Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

C. Consideration and action on use of hearing officer for classified discipline appeal

Mrs. Seaton proposed we start the process of choosing a hearing officer by using striking process. The Commissioners agreed. Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

D. Approval of Eligibility Lists:

1. Accountant

Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

2. Operations Worker

Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

3. Food Service Assistant I

Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

V. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, January 5, 2016, 8:30am.

VI. ADJOURNMENT

The meeting was adjourned at 10:35am.

IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Expires
1	Mary	Letourneau									
2	Jose	Ubod									2/3/2016
3	Lisa	Kersenboom									2/3/2016
										0	
										0	
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										0	

Scoring:
 Writer 30%
 Oral: 60%
 App: 10%

Type of Exam:
 Open
 Open and Promotional
 Promotional

Certification Date:
Expiration Date: