

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

Notice of Public Meeting
March 29, 2016
8:30 a.m.
1st floor conference room
District Office

AGENDA

I. CALL TO ORDER

- A. Approval of Minutes
 - 1. March 1, 2016

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners
- B. Administration- Report from Dr. Seaton on Classified Employee Oral Interview
- C. Employees
- D. Citizens

III. ACTION ITEMS

- A. Approval of Eligibility Lists:
 - 1. Instructional Assistant – IBI
 - 2. Human Resources Technician
 - 3. Systems Technician
 - 4. Instructional Assistant – Instrumental Music

IV. MEETING SCHEDULE

- A. Next regularly scheduled meeting Tuesday, May 3, 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,

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

March 1, 2016

Attendees:

Commissioners: Vida Holguin and Charley Southey.

Absent: Cynthia Strand

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

CSEA Representatives: None Present

Employees: Rod Jorgensen, Martin Fabian, Dimitri Upshaw, former employee and Shelly Johnson, Meadows parent.

I. CALL TO ORDER

The meeting was called to order at 8:30am.

A. Approval of Minutes-February 2, 2016

1. Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

A. Commissioners: None

B. Administration: Carolyn Seaton announced her resignation and promotion to Superintendent of Orinda Union School District

C. Employees: Martin Fabian addressed the Board with his concerns regarding a recent interview he recently participated in. Ms. Holguin stated she would review the Merit System Rules on how the Board can assist Mr. Fabian. The Board asked Mrs. Seaton to look into this and return to our next meeting with information to share with them. Dimitri Upshaw addressed the Board about the decision they made at a previous meeting to reinstate his employment. Mrs. Seaton advised him to contact Monica Ford after the meeting about how to proceed in returning to work.

D. Citizens: Shelly Johnson attended meeting to act as an advocate for Dimitri Upshaw.

III. ACTION ITEMS

B. Approval of Eligibility List:

1. Building Trades Specialist - Carpenter
Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
2. Instructional Assistant - IBI
Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
3. Food Service Assistant I
Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
4. Operations Worker
Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

IV. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, March 29, 2016, 8:30am.

V. ADJOURNMENT

The meeting was adjourned at 8:58am.

IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet
OPEN									
	Andrew	Sarno							
	Christina	Estiamba							

Scoring:

Writer 30%

Oral: 60%

App: 10%

Type of Exam:

() Open

(X) Open and Promotional

() Promotional

Certification Date:

Expiration Date:

**Manhattan Beach Unified School District
Personnel Commission**

Eligibility List

Human Resources Technician

Written Exam 2/29/16, Oral Exam 3/11/16, Performance Exam 3/10/16

No.	First	Last	Written	Written @ 40%	PE Exercise	PE Exercise @25%	Oral	Oral @ 25%	App	App. @ 10%	Prom /Vet	Overall
PROMOTIONAL & OPEN												
	Catherine	Finn-Feves										
	Carol	Gerken										
	Jeanne	Reed										
	Deneane	Ratchford										

Scoring:

Written: 40%
Written Exercise 25%
Oral: 25%
App: 10%

Type of Exam:

(X) Open
() Open & Promotional
() Promotional

Date of Certification:

Expiration Date:
Approved _____

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Systems Technician**

Written Exam 2/29/16 Performance Exam 3/4/16 Oral Exam 3/8/16

No.	First	Last	Written	Written @ 30%	Perf.	Perf. @ 40%	Oral	Oral @ 30%	Prom/Vet	Overall	Status
PROMOTIONAL											
OPEN											
1	DAVID	WILLIAMS									
2	CORY	MOORE									
3	DAVID	GRAHAM									
4	JEANNE	REED									

Scoring:

Written: 30%
Performance: 40%
Oral: 30%

Type of Exam:

() Open
(X) Open & Promotional
() Promotional

Date of Certification:

Expiration Date:
Approved: yes

Manhattan Beach Unified School District
Personnel Commission

Eligibility List

IA - INSTRUMENTAL MUSIC - STRINGS

Written Exam: 3/8/16 Oral & Performance Exam: 3/24/16

No.	First	Last	Phone#	Written	Written @ 30%	PE	PE @ 40%	Oral	Oral @ 20	App	App @ 10%	Prom/Vet	Overall	Status
	Claudia	Zuniga												
	Jenna	Schwartz												
	Daleth	Caspeta												

OPEN

Scoring: Date of Certification:

Written: 30%
Performance: 40%
Oral: 20%
App: 10%

Expiration:

Approved:
