

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

Notice of Public Meeting
June 7, 2016
8:30 a.m.
1st floor conference room
District Office

AGENDA

I. CALL TO ORDER

- A. Approval of Minutes
 - 1. May 24, 2016

II. WRITTEN AND ORAL COMMUNICATION

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

III. ACTION ITEMS

- A. Approval of eligibility lists:
 - 1. Instructional Assistant – IBI
 - 2. Instructional Assistant – Health Care Specialist

IV. MEETING SCHEDULE

- A. Next regularly scheduled meeting Tuesday, July 5, 2016, 8:30 a.m. 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 24, 2016

The meeting was called to order at 9:03 a.m.

Attendees:

<u>Commissioners:</u>	Cynthia Strand and Vida Holguin
<u>Absent:</u>	None
<u>District Staff:</u>	Patti Jaffe, Interim Executive Director, Human Resources and Monica Ford, HR Technician
<u>CSEA Representatives:</u>	Rod Jorgensen
<u>Employees:</u>	None present

I. CALL TO ORDER

1. Approval of Minutes-May 12, 2016

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

II. WRITTEN AND ORAL COMMUNICATION

A. Commissioners: None

B. Administration: Mrs. Jaffe informed the Board that HR will offer a classified employee an interview one last time.

C. Employees: Mr. Jorgensen informed the Board that CSEA finished negotiations with the District and will work with them to select companies to do a reclassification study.

D. Citizens: None Present

III. ACTION ITEMS

A. Approval of revised/updated Job Descriptions:

1. Executive Assistant to the Superintendent – *Original and Draft*
The Commissioners discussed areas of concern regarding the job description position having supervisory job duties. Ms. Jaffe explained the person in the position would supervise the work of other staff not the staff itself.

There were also a few typos and an area of duplicate wordage pointed out.

Ms. Strand motioned to approved, seconded by Ms. Holguin and unanimously approved by the Commissioners with the amended changes.

2. Administrative Secretary – Confidential – *Original and Draft*

Like the other job description, the Commissioners discussed areas of concern regarding the job description position having supervisory job duties. Ms. Jaffe explained the person in the position would supervise the work of other staff not the staff itself.

Also, there were a few typos and an area of duplicate wordage pointed out.

Ms. Strand motioned to approved, seconded by Ms. Holguin and unanimously approved by the Commissioners with the amended changes.

IV. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, June 7, 2016, 8:30 a.m.

V. ADJOURNMENT-The meeting was adjourned at 9:29 a.m.

IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Expires
	Christina	Estiamba									4/16/2016
	Jared	Kimbrough									

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
Health Care Specialist
Written Exam 9/29/15 Oral Exam 6/3/16**

No.	First	Last	written	Written @ 40%	Oral	Oral @ 50%	App	App @ 10%	Prom/Vet	Overall	Status
1	Victoria	Powers									
2	Dave	Whatley									

Scoring:
 Written: 40%
 Oral: 50%
 App: 10%

Type of Exam:
 Open
 Open & Promot
 Promotional

Date of Certification: 6/7/16
Expiration Date: