

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

Notice of Public Meeting
April 21, 2016
9:00 a.m.
1st floor conference room
District Office

SPECIAL MEETING AGENDA

I. CALL TO ORDER

- A. Approval of Minutes
 - 1. March 29, 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. Building Maintenance Worker
 - 3. Administrative Secretary- Non Confidential

- B. Approval of New Position and Job Description:
 - 1. Licensed Vocational Nurse (LVN)

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, 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

March 29, 2016

Attendees:

Commissioners: Vida Holguin, Charles Southey and Cynthia Strand

Absent: None

District Staff: Dr. Carolyn Seaton, Executive Director, Human Resources, Megan Atkins, Executive Director, Student Services, and Monica Ford, HR Technician

CSEA Representatives: None Present

Employees: None

I. CALL TO ORDER

The meeting was called to order at 8:33am.

A. Approval of Minutes-March 1, 2016

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

II. WRITTEN AND ORAL COMMUNICATION

A. Commissioners: None

B. Administration: Dr. Seaton reported she was unable to complete the review of the oral interview in time for the meeting and will report back to the Commissioners at the next meeting.

Additionally, Megan Atkins, Executive Director of Student Services informed the Board of the intent to bring a new position to the District. She requested 3 Licensed Vocational Nurses be added staff for the next school year. Dr. Seaton then advised the Board that she would bring the job description to the next meeting for the Commissioner's review.

C. Employees:

D. Citizens:

III. ACTION ITEMS

B. Approval of Eligibility List:

1. Instructional Assistant - IBI
Mr. Southey motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
2. Human Resources Technician
Mr. Southey motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
3. Systems Technician
Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
4. Instructional Assistant – Instrumental Music
Mr. Southey motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

IV. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, May 3, 2016, 8:30am.

V. ADJOURNMENT

The meeting was adjourned at 8:45am.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
BUILDING MAINTENANCE WORKER
Written Exam 04/01/2016**

No.	First	Last	Written	Written @ 50%	Performance Exam	PE @ 50%	Prom/Vet	Overall	Status
PROMOTIONAL									
1	Samuel	Franco							
2	Ruben	Fernandez							
3	Hugo	Ramirez							

Scoring:

Written: 50%

App: 50%

Date of Certification: 4/21/2016

Expiration Date: 4/21/2017

Type of Exam:

() Open

(X) Promotional

Approved: _____

**Manhattan Beach Unified School District
Personnel Commission**

Eligibility List

**Administrative Secretary - Non Confidential
Written Exam 3/22/16 Oral Exam 3/30/16 and Performance Exam**

No.	First	Last	Written @ 15%	Written	Tech	Tech @ 45%	Oral	Oral @ 35%	App./ Resume	App./ Resume @ 5%	Prom/ Vet	Overall	Status
PROMOTIONAL													
	Heather	Hoffman											
	Monica	Ford											
	Carol	Gerken											

Scoring:

Written: 15%

Tech: 45%

Oral: 35%

App: 5%

Type of Exam:

() Open

() Open & Promotional

(X) Promotional

Date of certification: 4/21/16

Expiration date: 4/21/17



Manhattan Beach
Unified School District

Licensed Vocational Nurse (LVN)

Department/Division:	Student Services
Reports To:	Executive Director—Student Services/Registered School Nurse (RN)
Provides Direction To:	NA
FLSA Exemption Status:	Classified
Date Prepared:	November 23, 2015
Date Adopted by Board:	
Salary Range:	Range 28

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under the supervision of the Executive Director—Student Services and a Registered School Nurse (RN), performs specialized health services for students in regular and special education programs, within limits of licensure and school nurse directions; administers medications and performs other specialized physical health care procedures in accordance with physicians orders; performs medical assessments of students as a result of illness, injury, seizure, or other medical problems occurring at school; maintains health records; communicates with parents, school site and District personnel regarding health related matters, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Licensed Vocational Nurse (LVN) must possess a California Vocational Nurse License and is directly responsible to the Registered School Nurse (RN), but will be supervised and evaluated by the Executive Director—Student Services. The incumbent must be able to perform specialized health care procedures efficiently and understand the needs of medically complex special education students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Monitor the physical and medical conditions of students in assigned schools; make medical assessments of students resulting from illness, injury, seizure or other medical problems occurring at school.
- Follow procedures for students as stipulated in the Individual Health Service Plan (IHSP).

- Perform specialized health services to students including, but not limited to toileting assistance, diaper changes, catheterization, gavage feeding, gastrostomy tube feeding, ostomy care, tracheotomy care, suctioning , blood glucose testing, administering insulin, monitoring students on oxygen and ventilators, and assisting in physically positioning and/or transferring students as required.
- As directed by the registered school nurse (RN), review student immunization and health records and assist families to assure compliance with immunization laws.
- Provide emergency medical care in the event of serious illness or accident, including CPR and First Aid as required, and activating EMS or other follow-up care.
- Under supervision, provide students with standardized information in areas related to hygiene, sleep habits, drug and alcohol abuse, fitness and nutrition.
- Dispense medication pursuant to physician's instructions.
- Under the direction of the registered school nurse (RN), collaborate with teachers, parents, and physicians concerning side effects and adjustments to medications; obtains physicians' orders for medication needed at school and requests refills.
- Communicate with the registered school nurse (RN), school staff, and parents as necessary regarding any school site medical issues; update registered school nurse (RN) regarding any changes in a student's condition or changes in the doctor's orders.
- Provide appropriate and required health related training for school staff.
- Maintain records of all services provided for each student, including medications and feedings administered, and trachea and other care provided; complete incident and contact reports; maintain records of bruises and marks
- Prepare for review, reports for assigned school(s), District, and county and state agencies.
- Maintain confidentiality of all health procedures regarding student health.
- Monitor student activities in the classroom setting, as assigned.
- Travel to various school sites to perform a variety of nursing duties.
- Under supervision, provide follow-up for health problems identified during vision, hearing, scoliosis, diabetic, dental and nutritional screening using standardized information.
- Assist school personnel as needed to ensure student health and safety.
- Monitor inventory of classroom and medical supplies, including first aid kits; assist in ordering, receiving and maintaining appropriate inventory levels of supplies, as assigned; assist in maintaining a neat, orderly health office.
- Attend appropriate in-service training, workshops, and meetings, as assigned.
- Organizational skills to manage caseload, prioritize work, keep and maintain accurate records, meet deadlines.

- Maintain professional competence through continuing education course work or experience; keep informed of current practices and trends in assigned area and meet new safety and/or technology standards.
- Operate a computer, iPad, and other office equipment; use of computer software applications.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Laws and regulations applicable to the role of a Licensed Vocational Nurse; public health agencies and local health care resources.
- Accepted safety standards, practices and procedures of the industry, including Occupational Safety and Health Administration (OSHA) and Cal-OSHA guidelines and requirements, and strategies and practices for work place safety in a health care environment.
- Medication management of children and adolescents.
- Modern medical terminology, equipment, techniques and methods.
- Child/adolescent development and guidance principles related to disabled and/or at-risk youth, including family and community involvement; problems and concerns of disabled and/or at-risk youth.
- Universal precautions and control of infectious diseases.
- Child abuse reporting requirements.
- Administrative practices and procedures, including record keeping and filing practices and procedures.
- CPR, first aid, and appropriate activities for the care and disposition of severely handicapped students in a school setting.
- Methods and practices of performing routine medical/physical care of medically complex students, including administration of medicines, g-tube feedings, trachea care and suctioning.
- Facial, body language and other indicators of physical discomfort and distress in a child who is unable to communicate verbally.
- Technology and computer software applications relative to instruction, administration, and education.
- Oral and written communication skills in English; effective oral communication to conduct and participate in meetings.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

Ability to:

- Perform all essential duties of the position.
- Perform job under stressful conditions.
- Provide basic nursing skills to administer health care to severely handicapped children.
- Identify and monitor the physical and mental health of students, recognizing when to notify the registered school nurse (RN) of conditions that may require additional intervention.
- Assist disabled students in areas related to activities of daily function, such as feeding, toileting, exercises, and positioning.

- Remain calm and exercise judgment in dealing with emergencies and special health needs.
- Gather and analyze clinical data and prepare reports, as directed.
- Collaborate and communicate effectively with team members, including students, staff, District and site administration, county and state representatives, parents, physicians, community members, and all others encountered in the course of work.
- Observe and interpret students' non-verbal communications, including facial expressions, oral sounds, and body language in order to identify potential problems before they become serious.
- Make simple mathematical calculations with speed and accuracy.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Perform routine clerical work, including typing, filing and duplicating materials; maintain accurate records.
- Understand and carry out oral and written instruction.
- Work independently with little direction.
- Operate standard office and classroom equipment, including a computer and assigned software, and iPads.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Communicate openly and work productively with a community of diverse opinions and ideas.
- Use tact, patience, and courtesy when dealing with people, and discretion in handling of confidential records.
- Analyze problems and issues and develop appropriate solutions.
- Prioritize, plan, and coordinate work to meet deadlines.
- Communicate effectively both orally and in writing in English.
- Travel to various District locations and school sites.

EDUCATION, TRAINING, AND EXPERIENCE

A high school diploma or its recognized GED equivalent and graduation from an accredited Licensed Vocational Nurses Training Program. Two (2) years experience as a Licensed Vocational Nurse in a health or hospital-related position. Experience in a public school district is desirable. Community health, pediatric or family health experience preferred.

Licenses/Certificates/Special Requirements:

Valid California Licensed Vocational Nurse license.

Valid First Aid, CPR and AED certification, issued by an authorized agency, must be maintained.

Valid California Class C driver's license, access to reliable insured transportation between assigned District and school sites, and the ability to maintain insurability.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, as much as 50 pounds or more, and up to 80 pounds or more with assistance on an occasional basis. Lift, carry, transfer, and push students in wheelchairs or students with orthopedic impairment. The employee is regularly required to stand or sit for extended periods of time, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, crawl, crouch, make repetitive motions, climb up and down steps, stairs and ramps. Run quickly for brief spurts. Must be physically able to provide rapid response to emergency situations throughout the school campus. The employee may be subject to physical and emotional outbursts by students, including such behaviors as kicking, spitting, scratching, biting and running. The employee is regularly required to hear and speak to exchange information in a proficient manner.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including students and parents. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor environment and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are subject to exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens; working around and with equipment having moving parts; performing physical labor. May be required to work with harsh and toxic substances such as bleach. The noise level is usually moderate, but occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.