

PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266
Notice of Public Meeting
October 15, 2012
8:30 am
1st Floor Conference Room
District Office

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners
 - 1. Approval of Minutes – August 28, 2012
 - 2. Approval of Eligibility Lists
 - a. Computer Lab Specialist
 - b. Instructional Assistant – Special Education
- B. Administration
- C. Employees
- D. Citizens

II. ACTION ITEMS

- A. Approve Term of Office for Jointly-Appointed Personnel Commissioner
- B. Review and Approve Job Description for New Position: *Certified Occupational Therapy Assistant (COTA)*
- C. Recommend Salary Range Placement of Range 27 for the Position of *Certified Occupational Therapy Assistant (COTA)*

III. 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 Human Resources, 325 S. Peck Ave. Manhattan Beach, CA, 90266.
Phone (310) 318-7345, x 5915, OR Fax (310) 303-3824.

Manhattan Beach Unified School District
PERSONNEL COMMISSION
MEETING MINUTES
August 28, 2012

Attendees:

Commissioners: Cynthia Strand and Charles Southey

District Staff: Kathy Hall, Director of Human Resources; Gina Germani, Human Resources Technician – Classified; Donna Hilgendorf, Administrative Secretary and Recorder.

CSEA Representatives: Rod Jorgensen

Ms. Strand called the meeting to order at 8:38 a.m.

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

1. Approval of Minutes

Mr. Southey made a motion to approve the minutes, as written, of the May 25, 2012, Personnel Commission meeting, seconded by Ms. Strand. **The minutes of the May 25, 2012, Personnel Commission meeting were approved 2:0.**

2. Approval of Eligibility Lists

a) EDP/Preschool Teacher

Three (3) part-time positions are open; one each at Meadows, Pennekamp, and Grand View. Mr. Southey made a motion to approve the Eligibility List for EDP/Preschool Teacher, seconded by Ms. Strand.

The Eligibility List for EDP/Preschool Teacher was approved 2:0.

b) Health Care Specialist

There is one position at MBMS and one at Pacific. Mr. Southey made a motion to approve the Eligibility List for Health Care Specialist, seconded by Ms. Strand.

The Eligibility List for Health Care Specialist was approved 2:0.

c) IA Special Education – Intensive Behavior Instruction

Six (6) part-time positions (6 ½ hours each), are open. Mr. Southey made a motion to approve the Eligibility List for IA Special Education - Intensive Behavioral Instruction, seconded by Ms. Strand.

The Eligibility List for IA Special Education – Intensive Behavioral Instruction was approved 2:0.

B. Administration:

School starts on Wednesday, August 29, 2012.

Ms. Hall will bring two job descriptions for review at a future meeting. The Systems Analyst position, which was approved last year, is being revised to a higher level classification such as Network Engineer. Also, we will be adding an assistant to an Occupational Therapist position. The acronym is COTA – Certified Occupational Therapy Assistant. The position is district-wide. Ellyn Schneider, Executive Director, Student Services, will attend the Personnel Commission meeting to respond to questions regarding this job description.

Ms. Hall advised there was a disciplinary action for a classified employee. That employee has since resigned his position.

Ms. Hall advised that she will be retiring at the end of December 2012.
Ms. Hilgendorf will be retiring in November 2012.

Ms. Hall advised Ms. Strand that enrollment is up this year. Students have been added district-wide.

C. Employees:

Mr. Jorgensen advised that Ms. Tre'Shawn Hall, CSEA Labor Representative for MBUSD had resigned her position. We are without a chapter representative until a new representative is assigned.

Mr. Jorgensen advised a supervisor had been hired for the summer M & O crew and it worked out very well.

D. Citizens: None present

II. ADJOURNMENT

Ms. Strand adjourned the meeting at 8:50 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
COMPUTER LAB SPECIALIST
Written Exam 08/02/12 Technical Exam 09/19/12**

No.	First	Last	Written	Written @ 40%	Tech	Tech @ 40%	App	App @ 20%	Prom/Vet	Overall	Status
OPEN											
1st	Deborah	Felt									
2nd	JuanCarlos	Olivares									
3rd	Bruce	Teller									

Scoring:

Written: 40%
 Technical: 40%
 App: 20%

Type of Exam:

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

Date of Certification: 10/15/12

Expiration Date: 10/15/13

Approved _____

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Instructional Assistant - Special Education
Test Date: Ongoing**

No.	First	Last	Written	Written @ 75%	App	App @ 25%	Prom/ Vet	Overall	Status
1st (Tie)	Richard	Oliver							10/15/2013
1st (Tie)	Deborah	Robinson							10/15/2013
2nd	Britnee	Martin							10/15/2013
3rd	Kirk	Sharma							10/15/2013
4th	Silvia	Salas							10/15/2013
5th (Tie)	Carol	Meeks							10/15/2013
5th (Tie)	John	Giovati							10/15/2013
5th (Tie)	Alicia	Pacheco							10/15/2013
6th	Tamara	Hernandez							10/15/2013
7th	Anthony	King							10/15/2013
8th	Kendra	Morrow							10/15/2013
9th	Beth	Romo							10/15/2013
10th	Catherine	Waybright							10/15/2013
11th	Brian	Boylan							10/15/2013
12th	Elizabeth	Winokur							10/15/2013
13th	Rita	Selva							1/19/2013

Scoring:

Written: 75%

App/Resume: 25%

Type of Exam:

Open

Open & Promotional

Promotional

Date of Certification: 10/15/12

Expiration Date: See status date

Approved _____

II. ACTION ITEM

**A. TITLE: Approve Term of Office for Jointly Appointed Personnel
Commissioner**

BACKGROUND: The Personnel Commissioners' term of office is for three (3) years. Cynthia Strand's term of office will expire in December 2012. Cynthia Strand was jointly appointed by two Personnel Commissioners.

ACTION RECOMMENDED: Confirm appointment of Cynthia Strand as Personnel Commissioner for a fifth (5th) Term of Office for the period from January 1, 2013, through December 31, 2015.

PREPARED BY: Kathy Hall, Director of Human Resources

DATE: October 15, 2012

AGENDA NOTE

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MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
TERMS OF OFFICE - Current
January 2012

NAME	DATE APPOINTED	TERM EXPIRES	APPOINTED BY
Charles Southey	#1: January 2009 #2: January 2012	#1: December 2011 #2: December 2014	Board of Trustees
Cynthia Strand	#1: April 2002 #2: January 2004 #3: January 2007 #4: January 2010	#1: December 2003* *Completes Eugenia Maxwell's term of Office. #2: December 2006 #3: December 2009 #4: December 2012	Jointly appointed by other two Personnel Commissioners.
Vida Holguin Chairperson* 1/2010 – 12/2010 1/2011 – 12/2011 1/2012 – 12/2012*	#1: January 2002 #2: January 2005 #3: January 2008 #4: January 2011	#1: December 2004 #2: December 2007 #3: December 2010 #4: December 2013	CSEA Appointed

*Ms. Holguin will continue as Chairperson for the 2012 calendar year.

MERIT SYSTEM RULES AND REGULATIONS:

Rule 2.1.1 Term(s) of Office and General Selection Procedures – The Personnel Commission is composed of three (3) individuals who must be registered voters, reside in the Manhattan Beach Unified School District, and be “known” adherents to the principle of the merit system. One member of the Commission is appointed by the Board of Education, one member is appointed by the Board of Education upon the recommendation of the classified employee organization which represents the largest number of the District’s classified employees, and the third member is appointed by the other two (2) members of the Commission. Subsequent to the initial staggered appointments at the formation of the District, the term of all the Commissioners is three (3) years.

III. ACTION ITEM

B. TITLE: Review and Approve Job Description for New Position:
Certified Occupational Therapy Assistant (COTA)

BACKGROUND: District Administration would like to add a bargaining unit position of *Certified Occupational Therapy Assistant*. The District currently has three full time *Occupational Therapists* on staff and is interested in easing their workload by providing additional support in the form of a *Certified Occupational Therapy Assistant*. While the Assistant cannot replace the Therapist, they have been trained to assist the Occupational Therapist with data collection and documentation and are able to monitor and coordinate Individual Education Plan (IEP) goals and maintain a safe and orderly treatment area.

ACTION RECOMMENDED: Review and approve Job Description for New Position: *Certified Occupational Therapy Assistant (COTA)*

PREPARED BY: Kathy Hall, Director of Human Resources

DATE: October 15, 2012

AGENDA NOTE

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MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

DEFINITION

Provide educationally related occupational therapy services to identified special education students according to the Individualized Educational Plan (IEP).

ESSENTIAL FUNCTIONS

1. Provide educationally related occupational therapy services to identified special education students according to the Individualized Educational Plan (IEP). E
2. Assist with data collection for use in IEP meetings. E
3. Maintain a system of documentation that is professional, efficient and accountable. E
4. Assist with the coordination and monitoring of IEP goals that are educationally relevant. E
5. Maintain a safe and orderly treatment area. E
6. Attend IEP meetings as necessary. E
7. Communicate the needs of an occupational therapy program to appropriate supervising Occupational Therapist. E
8. Perform related duties as required. E

QUALIFICATIONS

1. Graduation from high school or equivalent.
2. Graduation from accredited Certified Occupational Therapy Assistant program.
3. Certification as an Occupational Therapy Assistant from the National Board for Certification in Occupational Therapy (NBCOT).
4. Licensed by the California Board of Occupational Therapy to practice as a Certified Occupational Therapy Assistant (COTA)

KNOWLEDGE AND ABILITIES

Knowledge:

1. Issues related to child development.
2. Educational and developmental needs of children with specific disabilities.
3. Principles, methods, and equipment used in occupational therapy.
4. Functioning of adaptive equipment, assistive technology and special equipment as it applies to occupational therapy services.

Abilities:

1. Communicate effectively, both orally and in writing.
2. Organize and prioritize responsibilities.
3. Work independently with appropriate supervision.
4. Perform task analysis of underlying treatment components to address IEP goals.
5. Lift, pull or push objects of 50 to 75 pounds in weight.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
Vision: (which may be corrected) Read normal print Walk over uneven terrain and use peripheral vision	To perform tasks such as to: supervise students
Hearing: (which may be corrected) Hear sounds which warn of potential danger Understand speech in classroom setting Hear whispered responses from student with limited oral motor functioning	To perform tasks such as to: supervise students and respond to emergencies Respond to pupils needs
Speech Speak with a level of proficiency and volume to be understood in face-to-face public contact Speak with a level of proficiency and volume to be understood in a classroom Speak for prolonged periods	To perform tasks such as to: communicate with teachers, students and parents instruct groups of students instruct and supervise students
Upper Body Mobility: Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects Turn, raise and lower head, twist and bend at torso	To perform tasks such as to: Instruct students to use chalk, pencil and pen, and to tie shoes and assist with clothing to deliver specialized health care procedures supervise students
Lower Body Mobility: Walk on even surfaces Climb stairs Bend at waist and stoop Bend at knees, squat, sit on floor for prolonged periods of 50 minutes Step over objects	To perform tasks such as to: supervise and assist students follow disaster plan provide physical assistance to students, and follow disaster plan supervise student

<p>Strength: To lift, position, carry, push or pull a pupil or object which weighs as much as 50 pounds on an occasional basis or over 50 pounds with the assistance of another individual</p>	<p>To perform tasks such as to: assist, restrain and position students</p>
<p>Stamina: Run quickly for brief spurts Walk prolonged distances</p>	<p>To perform tasks such as to: prevent student injury supervise students outdoors</p>
<p>Environmental Requirements: Constant work interruptions Work around dirt/dust Work independently Work cooperatively with others Work inside and outside</p>	<p>To perform tasks such as to: instruct and supervise students supervise students outdoors coordinate activities with teachers and staff</p>
<p>Mental Requirement: Read, write, understand, interpret and apply moderately complex information Math skills at high school graduate level Copying Analyzing Coordinating Judge and process information quickly and make quick decisions Learn quickly and follow verbal procedures and standards Place information in order of importance Listen Demonstrate Give verbal instruction Ability to prioritize Ability to think clearly in an emergency</p>	<p>To perform tasks such as to: read and understand curriculum document information develop and evaluate strategies with teachers implement strategies work safely and effectively with students instruct and supervise students understand questions and concerns of special students respond to difficult emergency situations understand questions and concerns of special students instruct and supervise students</p>

Other Conditions of Continued Employment:

- Participate in employer-mandated training and re-training programs
 - Comply with rules and regulations of the Classified Service and provisions of labor agreements
 - Use appropriate equipment associated with the professional performance of duties
- Some assignments require constant attention to protection of physical safety in a classroom when the pupils, because of the nature and severity of their disability, are accident prone or because of assaultive or self-abusive tendencies which could cause serious injury to themselves or others.

Approved by Personnel Commission:

Adopted by Board of Trustees:

III. ACTION ITEM

- C. **TITLE:** Recommend Salary Range Placement of Range 27 for the Position of *Certified Occupational Therapy Assistant (COTA)*

BACKGROUND: The institutions that offer training programs for *Certified Occupational Therapy Assistants* recommend an hourly rate of \$21.58 to \$27.00 per hour. Santa Monica Malibu Unified School District added this position to their classified job categories with the following salary ranges:

Hourly: \$18.10 to \$23.10
Biweekly: \$1,448.00 to \$1,848.00
Monthly: \$3,137.33 to \$4,004.00
Annual: \$37,648.00 to \$48,048.

The position is new to public schools and salary comparisons are limited. A Range 27 for the Manhattan Beach Unified School District would start at \$18.19 and end at \$23.23. Occupational Therapists in Manhattan Beach Unified School District are on Range 50 and earn \$31.89 to \$40.71 per hour.

ACTION RECOMMENDED: Recommend Salary Range Placement of Range 27 for the Position of *Certified Occupational Therapy Assistant (COTA)*

PREPARED BY: Kathy Hall, Director of Human Resources

DATE: October 15, 2012

Certified Occupational Therapy Assistant Salary Survey

District	Hourly	Biweekly	Monthly	Annually
Santa Monica - Malibu	\$18.10 - \$23.10	\$1,448. - \$1,848.	\$3,137.33 - \$4,004.	\$37,648. - \$48,048.
COTA University	\$21.58 - \$27.00			

Other MBUSD Positions with Similar Salary Range	
Range	Salary Title Family
30	Athletic Trainer Instructional Support & Related Classes
30	Speech / Language Pathology Assistant Instructional Support & Related Classes
30	Building Trades Technician Building Trades and Related Classes
30	Mechanic / Transportation Team Leader Transportation & Stores Classes
29	Building Trades Specialist - Carpenter with Welding Certificate; Locksmith with Certification Transportation & Stores Classes
28	Building Trades Specialist - Carpenter with Welding Certificate; Locksmith with Certification Transportation & Stores Classes
28	Maintenance & Operations Crew Leader Operations & Related Classes
29	Administrative Secretary Non Confidential Administrative Support & Related Classes
29	Human Resource Technician Administrative Support & Related Classes
29	Accountant Professional Administrative & Related Classes
28	Payroll Technician Professional Administrative & Related Classes
24	Media / Technology Specialist Professional Administrative & Related Classes

Certified Occupational Therapy Assistant Salary Survey

24	Choral Music Accompanist	Instructional Support & Related Classes
24	Computer Lab Specialist	Instructional Support & Related Classes
24	Instructional Assistant - Instrumental Music	Instructional Support & Related Classes