

Notice of Public Meeting  
May 14, 2013  
9:00 a.m.  
Board Room  
District Office

## AGENDA

- I. **WRITTEN AND ORAL COMMUNICATION**
  - A. **Commissioners**  
Approval of Minutes—April 25, 2013
  - B. **Administration**
  - C. **Employees**
  - D. **Citizens**
  - E. **Adjourn Personnel Commission Meeting and Open Public Hearing**
  
- II. **PUBLIC HEARING**
  - A. **Presentation of Personnel Commission Budget for 2013-2014**
  - B. **Commission Discussion of Budget**
  - C. **Public Input**
  - D. **Adjourn Public Hearing and Reopen Personnel Commission Meeting**
  
- III. **ACTION ITEMS**
  - A. **Adopt Personnel Commission Budget for 2013-2014**
  
- IV. **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, Patti Jaffe, Interim 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**  
**MEETING MINUTES**  
April 25, 2013

Attendees:

Commissioners: Cynthia Strand and Vida Holguin

District Staff: Patti Jaffe, Director of Human Resources; Gina Germani, Human Resources Technician; Monica Ford, Human Resources Technician; Eric Sangalang, Director of Information Technology

CSEA Representatives: Rod Jorgensen

Ms. Holguin called the meeting to order at 9:03 a.m.

**I. WRITTEN AND ORAL COMMUNICATION**

**A. Commissioners:**

**1. Approval of Minutes**

Ms. Holguin made a motion to approve the minutes, as written, of the March 7, 2013, Personnel Commission meeting, seconded by Ms. Strand. **The minutes of the March 7, 2013, Personnel Commission meeting were approved 2:0.**

Ms. Holguin made a motion to approve the minutes, as written, of the March 12, 2013, Personnel Commission meeting, seconded by Ms. Strand. **The minutes of the March 12, 2013, Personnel Commission meeting were approved 2:0.**

**B. Administration:**

Patti Jaffe stated MBUSD will be interviewing soon to fill the Executive Director of Human Resource position. Five applicants will be interviewed

Patti Jaffe advised that MBUSD is going paperless with application on Edjoin.org effective May 1<sup>st</sup>, 2013. All applications will now be accepted online only.

Patti Jaffe advised that there were 24.6 pink slips going out for certificated employees and 5 for classified employees. She stated it would go to the Board next week.

**C. Employees:**

Mr. Jorgensen advised that it was the first time he had heard about the layoffs.

**D. Citizens:** None present

## **II. ACTION ITEMS**

Eric Sangalang spoke about the Systems Analyst position and how he/she will be managing Calpads among other duties. This position will report to Mr. Sangalang. Cynthia Strand and Vida Holguin went over the job description with Eric and made some minor changes in wording they had concerns about.

Ms. Holguin made a motion to approve the job description, seconded by Ms. Strand.

## **III. ADJOURNMENT**

Ms. Strand adjourned the meeting at 9:35a.m.

## Annual Financial and Budget Report

Fiscal Year 2013-2014

Expenditure by Object	Column I 2011-2012 Actual ( dollars only )	Column II 2012-2013 Actual or Estimated ( dollars only )	Column III 2013-2014 Budget ( dollars only )
<b>2000 Classified Salaries <sup>1</sup></b>			
Commission Members <sup>2</sup>	\$	\$	\$
Director	9,115.00	5,505.00	12,235.00
Secretaries, Clerks	52,377.00	61,965.00	47,050.00
Other			
<b>3000 Employee Benefits</b>	21,704.00	29,674.00	31,053.00
<b>Subtotal</b>	83,196.00	97,144.00	90,338.00
<b>4000 Supplies and Equipment Replacement</b>	3,943.00	2,500.00	2,500.00
<b>5000 Operating Expenses</b>	34,668.00	62,520.00	34,620.00
<b>6000 Equipment</b>			
<b>Subtotal</b>	38,611.00	65,020.00	37,120.00
<b>Appropriation for Contingencies <sup>3</sup></b>			
<b>Total Expenditures</b>	\$ 121,807.00	\$ 162,164.00	\$ 127,458.00
	<b>Actual Expense</b>	\$ 162,164.00	
		<b>Amount Budgeted</b>	\$ 127,458.00

<sup>1</sup> Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

<sup>2</sup> Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (E.C. Section 45250)

<sup>3</sup> Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.



**Annual Budget of Personnel Commission**  
**Fiscal Year 2013-2014**  
**(Education Code Section 45253)**

\_\_\_\_\_ Manhattan Beach Unified \_\_\_\_\_ School District, Los Angeles County, California.

**Notice of Public Hearing by the Personnel Commission**

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

\_\_\_\_\_ Manhattan Beach Unified School District \_\_\_\_\_  
(Place)

on \_\_\_\_\_ May 14 \_\_\_\_\_, 2013 at \_\_\_\_\_ 9:00 \_\_\_\_\_ o'clock \_\_\_\_\_ A \_\_\_\_\_ M.

You are invited to attend and present your views.

Signed \_\_\_\_\_

Chairman or Director of Personnel Commission  
Vida Holguin, Chairman

**Adopted Annual Budget of Personnel Commission**

To: Los Angeles County  
Office of Education

The proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the District.

Date of meeting \_\_\_\_\_ May 14 \_\_\_\_\_, 2013

Signed \_\_\_\_\_

Chairman or Director of Personnel Commission  
Vida Holguin, Chairman

**Approval Annual Budget of Personnel Commission**

To the Governing Board and Personnel Commission:

This report has been examined and approved by

**Los Angeles County Office of Education**

By \_\_\_\_\_, Deputy

Date \_\_\_\_\_, 2013