

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

**Notice of Public Meeting  
June 13, 2013  
8:30 a.m.  
Conference Room  
District Office**

## **AGENDA**

### **I. WRITTEN AND ORAL COMMUNICATION**

- A. Commissioners**  
Approval of Minutes—May 14, 2013
- B. Administration**
- C. Employees**
- D. Citizens**

### **II. ACTION ITEMS**

- A. Approval of Eligibility List—Systems Analyst**
- B. Approval of Annual Invoice: Personnel Commissioners Association of Southern California (PCASC)**

### **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, 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**  
May 14, 2013

Attendees:

Commissioners: Cynthia Strand and Vida Holguin and Charles Southey

District Staff: Patti Jaffe, Interim Director of Human Resources; Patty Wu, Substitute, Human Resources Technician; Monica Ford, Human Resources Technician; Dr. Michael Matthews, Superintendent; Dr. Rick Bagley, Deputy Superintendent.

CSEA Representatives: Alice Wise

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

**I. WRITTEN AND ORAL COMMUNICATION**

**A. Commissioners:**

**1. Approval of Minutes**

An error in the minutes of April 25, 2013 was noted. The correction will be: Ms. Holguin adjourned the meeting.

Ms. Holguin moved approval of the minutes with correction, of April 25, 2013, seconded by Mr. Southey and unanimously approved by the Commissioners.

**B. Administration:**

Patti Jaffe welcomed and introduced Patty Wu, Substitute HR Technician to PC. She is substituting for Gina Germani who is on a Leave of Absence.

Patti advised there will be a posting job of Library Media Specialist. There will be 2 vacancies; the job description will be updated due to it being out of date. She will bring new job description to PC meeting for approval.

Ms. Jaffe also state the Systems Analyst job will be posted

Mr. Cynthia Strand asked about the classified layoffs. Ms. Jaffe stated she invited Richard Gaines to discuss the 5 layoffs and is waiting to hear back from him.

**C. Employees:** No comments

**D. Citizens:** None present

## **E. Adjourn Personnel Commission Meeting and Open Public Hearing**

Ms. Holguin adjourned the regular Personnel Commission meeting at 9:12 a.m. and opened the Public Hearing for a presentation on the Personnel Commission Budget for 2013-2014 by Rick Bagley, Deputy Superintendent, Administrative Services.

## **II. PUBLIC HEARING**

### **A. Commission Discussion of Budget**

In discussion of the budget 2013-2014, Ms. Holguin asked what the rising cost was. Mr. Bagley talked about operating expenses, legal consultations and HR Interim Salary being part of those rising costs. Also, the layoff hearings and benefits contribute to rising costs. He stated people retiring with as a single and families coming in as new hires with families.

### **B. Public Input: None**

### **C. Adjourn Public Hearing and Reopen Personnel Commission Meeting**

Ms. Holguin adjourned the public hearing and reconvened the regular Personnel Commission Meeting.

## **II. ACTION ITEMS**

Ms. Strand moved approval to adopt Personnel Commission budget for 2013-2014, seconded by Mr. Southey and unanimously approved by the Commissioners.

## **III. ADJOURNMENT**

Ms. Holguin adjourned the meeting at 9:35am.

Manhattan Beach Unified School District  
Personnel Commission

**Eligibility List  
Systems Analyst**

**Supplemental Question Deadline 05/31/2013, Tech Performance Interview  
06/10/2013, 2nd Oral Interview 06/11/2013**

No.	First	Last	Written @ 15%	Tech Perf. Oral	Tech Perf. @ 35%	2nd Oral	2nd Oral @ 50%	Prom/ Vet	Overall	Status
<b>PROMOTIONAL</b>										
1st	Alex	Wilson								
<b>OPEN</b>										
1st	Christopher	Moggia								
2nd	Susana	Valdez								

**Scoring:**

Supp. Questions: 15%  
Tech Performance: 35%  
2nd Oral: 50%

**Type of Exam:**

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

**Date of Certification: 06/13/2013**

**Expiration Date: 06/13/2014**

**Approved:**