

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

**Notice of Public Meeting  
February 12, 2014  
8:30 a.m.  
First Floor Conference Rm.  
District Office**

## **AGENDA**

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

#### **A. Commissioners**

1. Approval of Minutes – February 4, 2014

#### **B. Administration**

#### **C. Employees**

#### **D. Citizens**

### **II. ACTION ITEMS**

#### **A. Approval of Eligibility list:**

1. Operations Crew Leader ( Nights )

### **III. MEETING SCHEDULE**

### **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 Dr. Brett Geithman, 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**

February 4, 2014

The meeting was called to order at 8:34a.m.

Attendees:

Commissioners: Vida Holguin, Cynthia Strand and Charley Southey

Absent: None

District Staff: Dr. Brett Geithman, Executive Director, Human Resources,  
Monica Ford, HR Technician

CSEA Representatives: Alice Wise and Rod Jorgensen

**I. WRITTEN AND ORAL COMMUNICATION**

A. Commissioners: None

B. Administration:

1. Another pending employee discipline packets may be provided to the commissioners after February 12, 2014's School Board Meeting.

C. Employees:

1. None

D. Citizens:

1. None

**II. ACTION ITEMS**

A. Approval of Minutes of January 10, 2014

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

B. Review *Merit System : Rules and Regulations of the Classified Service- 3<sup>rd</sup> Draft*

1. Reviewed the LAUSD Nepotism Law and Rule for insertion into Merit System as Rule 8.05, Pg. 17. Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

2. Rule 5.06, Pg. 11 was discussed at length and a final decision was made to add "Including but not limited to Rule 8.05." to the end of the first paragraph. The second paragraph along with A-F was also

deleted from Rule 5.06. Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

3. Pg. 18, asterisk amended to \*Refer to Articles 3, 5 and 6, respectively, of the Master Agreement between MBUSD and CSEA. Another asterisk was added as \*Refer to Articles 9, 8 and 11, respectively, of the Master Contract between MBUSD and MBUTA. Ms. Holguin motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.

#### C. Approval of Job Descriptions

1. Food Service Assistant I and II – Pg. 2, under Knowledge of, add “Speak English at a conversational level” and under Ability to, add “Understand and follow oral and written directions in English.” Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
2. Satellite Kitchen Operator I – Salary range discussed and Commissioners felt the salary appeared to be low for this position. Ms. Holguin requests the board to do a salary study. Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

### **III. MEETING SCHEDULE**

Next regular meeting is scheduled for March 4, 2013, 8:30am. A special meeting between now and then may be requested by HR for approval of eligibility lists to hire.

### **IV. ADJOURNMENT**

The meeting was adjourned at 9:29 a.m.

**Manhattan Beach Unified School District  
Personnel Commission**

Eligibility List

**Operations Crew Leader ( Nights)  
Written Exam 8/26/13 and 12/16/13**

No.	First	Last	Written	Written @ 100%	Prom/ Vet	Overall
<b>OPEN &amp; PROMOTIONAL</b>						
1st	Matthew	Otte				
2nd	John D.	Maher				
3rd	Yvonne	Wilson				
4th	Phillip	Rodriguez				
5th	Jason	Vavao				

**Scoring:**

Written:

100%

Date of Certification:

Expiration Date: