

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners

1. Approval of Minutes—March 31, 2014

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 2014-2015

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 2014-2015

B. Approval of Eligibility list:

1. Systems Technician
2. Instructional Assistant, Special Education
3. Campus Security

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

March 31, 2014

The meeting was called to order at 8:33a.m.

Attendees:

<u>Commissioners:</u>	Vida Holguin, Cynthia Strand and Charley Southey
<u>Absent:</u>	None
<u>District Staff:</u>	Dr. Brett Geithman, Executive Director, Human Resources, Monica Ford, HR Technician and Anna Frankel, HR Technician
<u>CSEA Representatives:</u>	Rod Jorgensen
<u>Employee:</u>	Paul Ruta

I. ACTION ITEMS

A. Personnel Commissioner Appointment:

1. Rod Jorgensen nominated Vida Holguin for her 5th term as CSEA Union Appointment for Personnel Commissioner.

B. Chairperson Appointment:

1. Ms. Strand nominated Ms. Holguin, seconded by Mr. Southey and unanimously approved by the Commissioners.

C. Approval of Minutes – March 4, 2014:

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

D. Approval of Job Descriptions:

1. Operations Crew Leader
 - Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
2. Operations Worker
 - Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
3. School Operations Team Leader
 - Pg. 2, strike the three question marks and Pg. 4, strike the statement 'vehicle required'. Ms. Holguin motioned to approve with changes, seconded by Mr. Southey and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: Dr. Geithman stated the Board of Education took action of termination on an employee. The terminated employee is appealing to the Commissioners. The district and the terminated employee with each have their legal counsel present at hearing. There was a discussion as to whether a hearing officer should be procured for upcoming discipline hearing. Ms. Holguin stated she believes the Commissioner are more than capable of running the hearing themselves while abiding by the Merit System Rules. The hearing is tentatively scheduled for May 5, 2014, 9:30am.
- C. Employees: Rod Jorgensen stated that negotiations between MBUSD and CSEA begin next week.
- D. Citizens: None

III. MEETING SCHEDULE

Next regular meeting is scheduled for May 5, 2014, 8:30am.

IV. ADJOURNMENT

- V. The meeting was adjourned at 9:00 a.m.

Annual Financial and Budget Report

Fiscal Year 2014 - 2015

Expenditure by Object	Column I 2012 - 2013 Actual (dollars only)	Column II 2013 - 2014 Actual or Estimated (dollars only)	Column III 2014 - 2015 Budget (dollars only)
2000 Classified Salaries ¹			
Commission Members ²	\$	\$	\$
Director	8,478.00	15,606.00	13,500.00
Secretaries, Clerks	51,812.00	57,302.00	59,000.00
Other			
3000 Employee Benefits	14,385.00	21,530.00	22,000.00
Subtotal	74,675.00	94,438.00	94,500.00
4000 Supplies and Equipment Replacement	4,381.00	1,450.00	1,500.00
5000 Operating Expenses	25,391.00	20,000.00	21,000.00
6000 Equipment			
Subtotal	29,772.00	21,450.00	22,500.00
Appropriation for Contingencies ³			
Total Expenditures	\$ 104,447.00	\$ 115,888.00	\$ 117,000.00

¹ 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.

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

³ Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.

**Manhattan Beach Unified School District
Personnel Commission**

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

No.	First	Last	Written @ 75%	App	App @ 25%	Prom/ Vet	Overall	Status
1	Patricia	Paredes						9/26/2014
2	Teri	Anderson						9/26/2014
3	Tamara	Hernandez						9/26/2014
4	Stacey	Johnson						9/26/2014
5	Joy	Steers						9/26/2014
6	Arthur	Williams						9/26/2014
7	Rebecca	Williams						9/26/2014
8	Victor	Domnikov						9/26/2014
9	Loan	Hoang						9/26/2014
10	Raymond	Barnes						
11	Wendy	Austin						
12	Chiquita	Fuller						
13	Damaris	Camposeco						
14	Efren	Barajas						
15	Precious	Clark						
16	Linda	Valenzuela						
17	Deneane	Ratchford						
18	Medina	Maria Carmen						
19	Dominique	Wallace						
20	Veronica	Alvarez						
21	Ameena	Wasi						
22	Shubhada	Giokarn						
23	Stephanie	Fong						
24	Elizabeth	Reyes						

Scoring:

Written: 75%

App/Resume: 25%

Type of Exam:

() Open &

() Promoti

Date of Certification: 9/26/13

Expiration Date: 9/26/14

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Campus Security
Written Exam 4/16/14**

No.	First	Last	Written	Written @ 75%	App	App @ 25%	Prom/ Vet	Overall	Status
OPEN									
1	Chuck	Bridge							
2	Sandy	Ferguson							
3	Quentin	Coffey							
4	Joseph	Vasquez							
5	Dominique	Wallace							

Scoring:

Written: 75%

App/Resume: 25%

Type of Exam:

Open

Open & Promotional

Promotional

Date of Certification:

Expiration Date: