

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

**Notice of Public Meeting  
June 3, 2014  
8:30 a.m.  
Board Room  
District Office**

## **AGENDA**

### **I. CALL TO ORDER**

1. Approval of Minutes—May 5, 2014

### **II. WRITTEN AND ORAL COMMUNICATION**

- A. Commissioners**
- B. Administration**
- C. Employees**
- D. Citizens**

### **III. ACTION ITEMS**

#### **A. Approval of form:**

1. SUBPOENA form for Personnel Commission of Manhattan Beach Unified School District

### **IV. MEETING SCHEDULE**

### **V. 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**

May 5, 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,  
Dr. Rick Bagley, Dept. Supt. Administrative Services,  
Monica Ford, HR Technician and Anna Frankel, HR  
Technician

CSEA Representatives: Rod Jorgensen

Employee: None

**I. WRITTEN AND ORAL COMMUNICATION**

- A. Commissioners: None
- B. Administration: Dr. Bagley stated that an increase in health care cost is expected for next school year.
- C. Employees: None
- D. Citizens: None

**II. ACTION ITEMS**

- A. Approval of Minutes – March 31, 2014:
  - 1. Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
- B. Approval of Personnel Commission Budget 2014-2015:
  - 1. In discussion of the budget, Ms. Holguin asked Dr. Bagley how labor was tracked. Dr. Bagley explained it was an estimate and they both agreed that it should be looked at on a regular basis.
    - Ms. Strand motioned to approval budget 2014-2015, seconded by Mr. Southey and unanimously approved by the Commissioners.
- C. Approval of Eligibility Lists:
  - 1. Systems Technician – Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

2. Instructional Assistant, Special Education – Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
3. Campus Security – Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

### **III. MEETING SCHEDULE**

Next regular meeting is scheduled for June 3, 2014, 8:30am.

### **IV. ADJOURNMENT**

The meeting was adjourned at 8:43 a.m.

BEFORE THE PERSONNEL COMMISSION  
OF THE MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

In the Matter of the Appeal of: \_\_\_\_\_ )  
 )  
 ) SUBPOENA  
 )  
 )  
 ) [ ] DUCES TECUM

TO: \_\_\_\_\_

1. YOU ARE ORDERED TO APPEAR AS A WITNESS IN THE ABOVE DESCRIBED MATTER ON \_\_\_\_\_ AT \_\_\_\_\_ A.M./P.M. AT THE FOLLOWING ADDRESS: 325 South Peck Avenue, Manhattan Beach, California 90266.

Pursuant to California Education Code section 45311 and Code of Civil Procedure sections 1985 et seq., the Personnel Commission of Manhattan Beach Unified School District ("Personnel Commission") is authorized to issue subpoenas requiring the attendance of witnesses and/or production of documents for evidence or testimony in hearings before the Commission.

2. [ ] YOU ARE ALSO ORDERED TO PRODUCE THE RECORDS DESCRIBED BELOW.

IF YOU HAVE BEEN SERVED WITH THIS SUBPOENA AS A CUSTODIAN OF CONSUMER OR EMPLOYEE RECORDS AND A MOTION TO QUASH OR AN OBJECTION HAS BEEN SERVED ON YOU UNDER CODE OF CIVIL PROCEDURE SECTION 1985.3 OR 1985.6, A COURT OR PERSONNEL COMMISSION ORDER, OR AGREEMENT OF THE PARTIES, WITNESSES, AND CONSUMER OR EMPLOYEE AFFECTED MUST BE OBTAINED BEFORE YOU ARE REQUIRED TO PRODUCE CONSUMER OR EMPLOYEE RECORDS.

[ ] You are not required to appear in person if you produce the records described and a completed declaration of custodian of record in compliance with California Evidence Code sections 1560, 1561, 1562 and 1271.

[ ] The records to be produced include:

If you have any questions about this subpoena, contact the following person before the date on which you are to produce the documents: Brett Geithman, Executive Director, Human Resources, Manhattan Beach Unified School District, telephone (310) 318-7345, ext. 5915.

IF YOU DISOBEY THIS SUBPOENA, YOU MAY BE SUBJECT TO COURT PROCEEDINGS IN THE SAME MANNER SET FORTH BY LAW PURSUANT TO CODE OF CIVIL PROCEDURE SECTIONS 1986(c) AND 1991 FOR FAILURE TO APPEAR BEFORE THE COMMISSION IN RESPONSE TO A SUBPOENA ISSUED. PROSECUTION WILL BE THROUGH SUPERIOR COURT PETITION AND CONTEMPT PROCEEDINGS.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

Date Issued: \_\_\_\_\_

\_\_\_\_\_  
Director

**DECLARATION FOR SUBPOENA DUCES TECUM**

The undersigned states that the books, papers, documents and/or other things requested by this subpoena are material to the proper presentation of this case, and good cause exists for their production for the following reasons:

Executed \_\_\_\_\_, 20\_\_, at \_\_\_\_\_, California.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Declarant