

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

**Notice of Public Meeting
September 9, 2014
8:30 a.m.
1st floor conference room
District Office**

AGENDA

I. CALL TO ORDER

1. Approval of Minutes—September 2, 2014

II. WRITTEN AND ORAL COMMUNICATION

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

III. ACTION ITEMS

- A. Approval of Eligibility List:**
 1. Instructional Assistant – Physical Education

IV. MEETING SCHEDULE

1. Regularly scheduled meeting Tuesday, October 7, 2014, 8:30am at District Office, first floor conference room.

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

September 2, 2014

The meeting was called to order at 8:30 a.m.

Attendees:

Commissioners: Cynthia Strand and Charles Southey

Absent: Vida Holguin

District Staff: Carolyn Seaton, Executive Director, Human Resources,
Monica Ford, HR Technician and Anna Frankel, HR
Technician

CSEA Representatives: None

Employees: Rod Jorgensen

I. APPROVAL OF MINUTES-August 5, 2014

- A. Mr. Southey motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- B. Commissioners: None
- C. Administration: Next Personnel Commission meeting when Vida Holguin is present, Ms. Seaton would like to take the Board for a tour new construction at MCHS.
- D. Employees: Rod Jorgensen announced his receipt of his 40 year pin signifying 40 years with MBUSD.
- E. Citizens: None

III. ACTION ITEMS

- A. Approval of Eligibility List: School Office Manager
1. Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
- B. Approval of Eligibility List: Instructional Assistant, IBI
1. Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
- C. Approval of *Revised* Job Description: Plant Manager – High School
1. Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

- D. Approval of *Revised* Job Description: Food Service Supervisor
 - 1. Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
- E. Approval of *Revised* Job Description: Landscape Operations Technician
 - 1. Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
- F. Approval of *Revised* Job Description: Landscape Crew Leader
 - 1. Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

IV. MEETING SCHEDULE

- 1. Anna Frankel stated she would call for a special meeting next week to approve more eligibility lists.
- 2. Next regular meeting is October 7, 2014, 8:30am at District Office 1st floor conference room.

V. ADJOURNMENT-The meeting was adjourned at 8:43a.m.

Eligibility List
Instructional Assistant - Physical Education
Test Date August 21 & 25

No.	First	Last	Written	Written @ 37.5%	App	App @ 25%	Oral Exam	Oral Exam @ 37.5%	Prom/ Vet
OPEN									
1	Cynthia	Brennan							
2	Susana	Ortiz							
4	Andrew	Siegel							
5	Juana	Madrigal							

Scoring:

Written: 37.50%
 App/Resume: 25%
 Oral: 37.50%

Type of Exam:

Open
 Open & Promotion:
 Promotional

Date of Certification:

Expiration Date:

Approved: _____