

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

Notice of Public Meeting  
May 3, 2016  
8:30 a.m.  
1<sup>st</sup> floor conference room  
District Office

**AGENDA**

- I. CALL TO ORDER**
  - A. Approval of Minutes
    - 1. April 21, 2016
  
- II. WRITTEN AND ORAL COMMUNICATION**
  - A. Commissioners
  - B. Administration
  - C. Employees
  - D. Citizens
  - E. Adjourn Personnel Commission Meeting and open Public Hearing
  
- III. PUBLIC HEARING**
  - A. Presentation of Personnel Commission Budget for 2016-2017
  - B. Commission discussion of Budget
  - C. Public Input
  - D. Adjourn Public Hearing and Reopen Personnel Commission Meeting
  
- IV. ACTION ITEMS**
  - A. Approval of Eligibility Lists:
    - 1. Instructional Assistant- Special Education
  
- V. MEETING SCHEDULE**
  - A. Next regularly scheduled meeting Tuesday, June 7, 2016, 8:30am at District Office, first floor conference room.
  
- VI. 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, Carolyn Seaton, 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**

April 21, 2016

Attendees:

<u>Commissioners:</u>	Charles Southey and Cynthia Strand
<u>Absent:</u>	None
<u>District Staff:</u>	Dr. Carolyn Seaton, Executive Director, Human Resources, Patti Jaffe, Interim Executive Director, Human Resources, and Monica Ford, HR Technician
<u>CSEA Representatives:</u>	None Present
<u>Employees:</u>	None

**I. CALL TO ORDER**

The meeting was called to order at 9:00am.

A. Approval of Minutes-March 29, 2016

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

**II. WRITTEN AND ORAL COMMUNICATION**

A. Commissioners: None

- B. Administration: Dr. Seaton noted that CSEA negotiation commenced with a good deal of positivity and 3 more dates were arranged. Salary and Benefits were brought up by both sides for review.

Dr. Seaton also reported on her findings of the Classified Employee Oral Interview. She recommended this employee have the chance to be interviewed again with two new panel members using the same questions that were asked in the previous interview.

Patti Jaffe arrived to the meeting near the end and was introduced as the Interim HR Executive Director through June 30, 2016.

C. Employees:

D. Citizens:

### **III. ACTION ITEMS**

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

1. Instructional Assistant - IBI  
Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
2. Building Maintenance Worker  
Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
3. Administrative Secretary- Non Confidential  
Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

#### **B. Approval of New Position and Job Description:**

1. Licensed Vocational Nurse (LVN)  
Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

### **IV. MEETING SCHEDULE**

Next regular meeting is scheduled for Tuesday, May 3, 2016, 8:30am.

### **V. ADJOURNMENT**

The meeting was adjourned at 9:35am.



Los Angeles County  
Office of Education

Serving Students • Supporting Communities • Leading Educators

Division of Business Advisory Services

**Annual Budget of Personnel Commission**  
**Fiscal Year 2016 - 2017**  
**(Education Code Section 45253 [K-12 Districts] or 88073 [CC Districts])**

Manhattan Beach Unified School District, Los Angeles County, California.

**Notice of Public Hearing by the Personnel Commission**

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

Manhattan Beach Unified School District Office

(Place)

on May 3, 2016 at 8:30 o'clock A. M.

You are invited to attend and present your views.

Signed \_\_\_\_\_

Chairman or Director of Personnel Commission

**Adopted Annual Budget of Personnel Commission**

To: Los Angeles County  
Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 3, 2016

Signed \_\_\_\_\_

Chairman or Director of Personnel Commission

**Approval Annual Budget of Personnel Commission**

To the Governing Board and Personnel Commission:

This report has been examined and approved by

**Los Angeles County Office of Education**

By \_\_\_\_\_, Deputy

Date \_\_\_\_\_, 20\_\_

**Annual Financial and Budget Report**  
**Fiscal Year 2016 - 2017**

Expenditure by Object	Column I 2014 - 2015 Actual ( dollars only )	Column II 2015 - 2016 Actual or Estimated ( dollars only )	Column III 2016 - 2017 Budget ( dollars only )
<b>2000 Classified Salaries <sup>1</sup></b>			
Commission Members <sup>2</sup>	\$	\$	\$
Director	14,423.00	15,936.00	16,575.00
Secretaries, Clerks	86,829.00	74,079.00	77,050.00
Other			
<b>3000 Employee Benefits</b>	34,684.00	28,471.00	30,000.00
<b>Subtotal</b>	135,936.00	118,486.00	123,625.00
<b>4000 Supplies and Equipment Replacement</b>	6,345.00	4,085.00	5,000.00
<b>5000 Operating Expenses</b>	38,931.00	55,889.00	56,000.00
<b>6000 Equipment</b>			
<b>Subtotal</b>	45,276.00	59,974.00	61,000.00
<b>Appropriation for Contingencies <sup>3</sup></b>			
<b>Total Expenditures</b>	\$ 181,212.00	\$ 178,460.00	\$ 184,625.00

<sup>1</sup> 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.

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

<sup>3</sup> Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.

**IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Expires
	Christina	Estiamba									4/16/2016
	Salina	Navarrette									

OPEN

**Scoring:**  
 Written 30%  
 Oral: 60%  
 App: 10%

**Type of Exam:**  
 Open  
 Open and Promotional  
 Promotional

**Certification Date:**  
**Expiration Date:**