

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

Notice of Public Meeting
July 5, 2016
9:15 a.m.
1st floor conference room
District Office

AGENDA

I. CALL TO ORDER

- A. Approval of Minutes
 - 1. June 23, 2016

II. WRITTEN AND ORAL COMMUNICATION

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

III. ACTION ITEMS

- A. Approval of eligibility lists:
 - 1. School Office Manager

IV. MEETING SCHEDULE

- A. Next regularly scheduled meeting Tuesday, August 2, 2016, 8:30 a.m. 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, Patti Jaffe, Interim 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

June 23, 2016

The meeting was called to order at 9:03 a.m.

Attendees:

<u>Commissioners:</u>	Cynthia Strand, Vida Holguin, and Charles Southey
<u>Absent:</u>	None
<u>District Staff:</u>	Dawnalyn Murakawa-Leopard, Deputy Superintendent, Administrative Services, Monica Ford, HR Technician, and Maria Villalobos, HR Technician
<u>CSEA Representatives:</u>	Rodney Jorgensen
<u>Employees:</u>	None present

I. CALL TO ORDER

1. Approval of Minutes- June 23, 2016
Ms. Strand motioned to approved, seconded by Ms. Holguin and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: None
- C. Employees: None
- D. Citizens: None

III. ACTION ITEMS

- A. Approval of Eligibility Lists:
 1. Payroll Technician
Ms. Strand motioned to approved, seconded by Ms. Holguin and unanimously approved by the Commissioners.
 2. Systems Administrator
Ms. Holguin motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.
 3. Library Media Specialist
Ms. Strand motioned to approved, seconded by Ms. Holguin and unanimously approved by the Commissioners.

4. LVN
Ms. Holguin motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.
 5. Instructional Assistant, IBI
Ms. Strand motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.
 6. School Office Manager
Ms. Strand motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.
- Commissioners expressed concerned there are only two candidates on the list. They suggested job posting should be advertised in a variety of ways.
7. Executive Assistant-Confidential
Ms. Holguin motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.
 8. Administrative Secretary-Confidential
Ms. Strand motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.

IV. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, July 5, 2016, 9:15 a.m.
The Commissioners requested 9:15am for future meetings.

V. ADJOURNMENT-The meeting was adjourned at 9:45 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

Eligibility List

SCHOOL OFFICE MANAGER

Written Exam 6/3/16, Performance Exam 6/17/16 Oral Exam 6/14/16, 6/30/16

No.	First	Last	Written	Written @ 30%	Perf 40%	Oral @ 30%	Prom/ Vet	Overall	Status
	TERI	ALLEN							
	ABIGAIL	CROOK							
	LOREN	HARADA							
	SANDRA	MCCARTHY							

Scoring:
Written: 30%
Tech: 40%
Oral: 30%
