

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

Notice of Public Meeting
May 12, 2016
9:00 a.m.
1st floor conference room
District Office

SPECIAL MEETING AGENDA

- I. CALL TO ORDER**
 - A. Approval of Minutes
 - 1. May 3, 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. Adopt Personnel Commission Budget for 2016-2017
 - B. Approve reclassification of (one) Clerical Assistant position to Office Specialist

- 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

May 3, 2016

Attendees:

Commissioners: Charles Southey, Cynthia Strand and Vida Holguin

Absent: None

District Staff: Patti Jaffe, Interim Executive Director, Human Resources, and Monica Ford, HR Technician, Director of Fiscal Services, Karyl Brandford and Robin Page, Senior Accountant

CSEA Representatives: Alice Wise and Rod Jorgensen

Employees: None

I. CALL TO ORDER

The meeting was called to order at 8:37am.

A. Approval of Minutes-April 21, 2016

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

II. WRITTEN AND ORAL COMMUNICATION

A. Commissioners: None

B. Administration: Mrs. Jaffe advised the Commissioners that she would be bringing the Instructional Assistant- Special Education Job Descriptions for approval at an upcoming meeting. The Commissioners reiterated their request for exit interview data.

C. Employees: Ms. Wise informed the Commissioners that negotiations has commenced and CSEA is requesting a reclassification study.

D. Citizens: None Present

E. Adjourned Personnel Commission Meeting and open Public Hearing: Adjourned Personnel Commission Meeting and opened Public Hearing at 8:55am.

III. PUBLIC HEARING

- A. Presentation of the Personnel Commission Budget for 2016-2017
- B. Commission discussion of Budget: The Commissioners question the increase of operating expenses and want more details as to what in under that category. They agree to meet later in the day at 4pm when the Business Department can provide more details.
- C. Public Input: None Present
- D. Adjourn Public Hearing and Reopen Personnel Commission Meeting: Adjourned
Public Hearing and reopened Personnel Commission Meeting at 9:04am.

IV. ACTION ITEMS

A. Approval of Eligibility List:

- 1. Instructional Assistant – Special Education
Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

V. RECESS

The meeting was recessed at 9:10am.

VI. RECONVENED

The meeting was reconvened at 3:55pm.

VII. COMMISSION DISCUSSION OF BUDGET

The Budget received considerable discussion dealing with Operating Expenses. The Commissioners question the items under that category. Ms. Brandford and Ms. Page explained that these are costs associated with Human Resources Classified Employment. The Commissioners expressed their hesitation in signing off on the budget and requested from Ms. Brandford and Ms. Page another meeting to review a more basic breakdown of the operating expenses. Ms. Jaffe and the Commissioners agreed to schedule a special meeting for May 12, 2016 at 9am to complete discussions and adoption of the budget for 2016-2017.

VIII. MEETING SCHEDULE

Special meeting is scheduled for Thursday, May 12, 2016 at 9am.

Next regular meeting is scheduled for Tuesday, June 7, 2016, 8:30am.

IX. ADJOURNED

The meeting was adjourned at 4:20pm.

**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)
2000 Classified Salaries ¹			
Commission Members ²	\$	\$	\$
Director	14,423.00	15,936.00	8,250.00
Secretaries, Clerks	86,829.00	74,079.00	36,450.00
Other			
3000 Employee Benefits	34,684.00	28,471.00	20,030.00
Subtotal	135,936.00	118,486.00	64,730.00
4000 Supplies and Equipment Replacement	6,345.00	1,861.00	50.00
5000 Operating Expenses	38,931.00	47,982.00	0.00
6000 Equipment			
Subtotal	45,276.00	49,843.00	50.00
Appropriation for Contingencies ³			
Total Expenditures	\$ 181,212.00	\$ 168,329.00	\$ 64,780.00

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.