

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

**Notice of Public Meeting  
March 28, 2011  
8:30 a.m.  
District Office – Board Room**

**AGENDA**

**I. WRITTEN AND ORAL COMMUNICATION**

- A. Commissioners  
Approval of Minutes, March 4, 2011
- B. Administration
- C. Employees
- D. Citizens

**II. ACTION ITEMS**

- A. Approval of Eligibility List – IA Special Education – Intensive Behavioral Instruction
- B. Schedule Personnel Commission Meeting for the Month of May to Approve Personnel Commission Budget

**III. 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 Kathy Hall, Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA, 90266.  
Phone (310) 318-7345, x 5915, OR Fax (310) 303-3824.

Manhattan Beach Unified School District  
PERSONNEL COMMISSION MINUTES

March 4, 2011

Attendees:

Commissioners: Charles Southey and Cynthia Strand

District Staff: Kathy Hall, Director of Human Resources; Gina Germani, Human Resources Technician – Classified; and Donna Hilgendorf, Administrative Secretary and Recorder.

CSEA Representatives: Rod Jorgensen

Ms. Strand called the meeting to order at 8:30 a.m.

**I. WRITTEN AND ORAL COMMUNICATION**

**A. Commissioners:**

**1. Approval of Minutes:**

Mr. Southey made a motion to approve the minutes of the January 27, 2011, Personnel Commission meeting, seconded by Ms. Strand.

**The minutes of the January 27, 2011, Personnel Commission meeting were approved 2:0.**

**2. Approval of Eligibility List:**

**IA – Health Care Specialist**

There is one (1) open position at MBMS due to an employee leaving. Mr. Southey made a motion to approve the Eligibility List for IA- Health Care Specialist, seconded by Ms. Strand.

**The Eligibility List for IA – Health Care Specialist was approved 2:0.**

**B. Administration:**

Ms. Hall stated CSEA negotiations concluded on Tuesday, March 1, 2011, and it was a very productive process. The negotiated contract will go to the CSEA membership for approval on March 15, 2011, and subsequently to the MBUSD Board of Trustees for consideration on May 30, 2011. The biggest changes in the contract were to Catastrophic Sick Leave and Seniority. Ms. Hall advised the Catastrophic Sick Leave Bank was very successful with 718 hours of unused sick leave/vacation time donated (an additional 40 hours was received today).

Mr. Jorgensen said the biggest hurdle will be how to mention there will be no raises this year.

Ms. Strand asked about Seniority. Mr. Jorgensen and Ms. Hall advised the wording in the CSEA Contract will now align with the Ed Code and further, the Commissioners will go over the Personnel Commission Rules & Regulations to update/match all documents.

**Discussion:**

Ms. Hall presented a situation for discussion regarding an Instructional Assistant-Special Education. Scenario: A male student at the high school requires all-day assistance, including male-only facilities. The student must have a gender specific Instructional Assistant. The District is asking, based on “district needs”, to skip a female (in the 3rd position) and move to the males on the eligibility list. We could then give the administrator three (3) people to interview to fill the position.

Mr. Jorgensen said he felt CSEA would not have an issue with this based on the need (of the student) and the extra help required. Mr. Southey asked if there were unisex (or family) changing facilities available at Mira Costa. Ms. Hall advised the Locker Room facilities are gender specific. There may be a restroom in the Administration building office that is unisex. Ms. Strand commented that could be an awkward situation. Ms. Hall advised there is currently a male substitute in the position. She asked if the request should be considered “needs of the district” or should we revise the job description. Ms. Strand commented this could be a recurring situation. The Commissioners asked if a rider could be added to the job description. Ms. Hall said she could review the job descriptions for Instructional Assistants, add wording that relates to this situation, and then bring it back before the Commission for consideration. Ms. Hall said the District will keep the substitute in place while adjusting the job description. Ms. Strand said based on the immediate need, and since there are males on the eligibility list, the Commission will approve this request “as needed” and encourages the District to adjust the job descriptions for the future.

In conclusion, the next three (3) males on the Instructional Assistant – Special Education Eligibility List will be interviewed for this permanent position.

**C. Employees:**

Mr. Jorgensen said they are waiting to hear about the state budget and are happy they won't be looking at potential layoffs for this year.

**D. Citizens:** None present

**II. ADJOURNMENT**

Ms. Strand adjourned the meeting at 8:43 a.m.

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION  
Written Exam 03/04/11 Oral Exam 03/24/11**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Status
<b>PROMOTIONAL</b>											
1st	April	Falco									3/28/2012
2nd	Leigh	Ikemiya									1/14/2012
<b>OPEN</b>											
1st	Kimberly	Robertson									10/8/2011
2nd	Barbara	Burkhead									3/28/2012
3rd	Miriam	Garcia									3/28/2012

**Scoring:**

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

**Type of Exam:**

( ) Open  
(X) Open and Promotional  
( ) Promotional

**Date of Certification:** 03/28/11

**Expiration Date:** See status date

**Approved:**