

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

**Notice of Public Hearing
May 6, 2011
8:30 a.m.
District Office – Board Room**

AGENDA

- I. WRITTEN AND ORAL COMMUNICATION**
 - A. Commissioners
 - Approval of Minutes, March 28, 2011
 - B. Administration
 - C. Employees
 - D. Citizens
 - E. Adjourn Personnel Commission Meeting and Open Public Hearing

- II. PUBLIC HEARING**
 - A. Presentation of Personnel Commission Budget for 2011-2012
 - B. Commission Discussion of Budget
 - C. Public Input
 - D. Adjourn Public Hearing and Reopen Personnel Commission Meeting

- III. ACTION ITEMS**
 - A. Adopt Personnel Commission Budget for 2011-2012
 - B. Approval of Eligibility List – Instructional Assistant – Special Education
 - C. Approval of Eligibility List – EDP/Preschool Assistant
 - D. Approval of Eligibility List – Health Assistant

- IV. 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 the Director of Human Resources, 325 S. Peck Avenue, Manhattan Beach, CA 90266, Telephone (310) 318-7345, X5915, Fax (310) 303-3824.

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES
March 28, 2011

Attendees:

Commissioners: Vida Holguin 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: None present

Ms. Holguin called the meeting to order at 8:44 a.m.

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

1. Approval of Minutes:

Ms. Strand made a motion to approve the minutes of the March 4, 2011, Personnel Commission meeting, seconded by Ms. Holguin.

The minutes of the March 4, 2011, Personnel Commission meeting were approved 2:0.

2. Approval of Eligibility List:

IA – Special Education – Intensive Behavioral Instruction

There are two (2) open positions at MBMS. Ms. Strand made a motion to approve the Eligibility List for IA- Special Ed - IBI, seconded by Ms. Holguin.

The Eligibility List for IA – Special Education – Intensive Behavioral Instruction was approved 2:0.

B. Administration:

Ms. Hall advised layoff notices were not sent out this year.

Ms. Hall advised that Dr. Steve Romines, Assistant Superintendent of Administrative Services, will be at the next Personnel Commission meeting to discuss the Personnel Commission Budget (for approval) and the MBUSD Budget as well.

C. Employees:

D. Citizens: None present

II. ADJOURNMENT

Ms. Holguin adjourned the meeting at 8:49 a.m.

The next meeting will be scheduled the first week in May to approve the Personnel Commission Budget, with a tentative date of May 6, 2011.

III. ACTION ITEM


A. TITLE: Adopt Personnel Commission Budget for 2011-2012

BACKGROUND: The Personnel Commission approves an annual budget of expenditures. That budget is part of the Manhattan Beach Unified School District's total budget. The staff included in the Personnel Commission budget is also included in the Manhattan Beach Unified School District budget. Only a portion of the employee's time is charged to the Personnel Commission budget. Those employees partially charged to the personnel Commission are: Kathy Hall, Director of Human Resources; Gina Germani, Human Resources Technician-Classified; and Donna Hilgendorf, Administrative Assistant, Human Resources.

ACTION RECOMMENDED: Approve Personnel Commission Budget for 2011-2012.

PREPARED BY: Kathy Hall, Director of Human Resources

APPROVED BY: _____


Steven Romines, Assistant Superintendent
Administrative Services

DATE: May 6, 2011

AGENDA NOTE

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Annual Financial and Budget Report

Fiscal Year 2011-2012

Expenditure by Object	Column I 2009-2010 Actual (dollars only)	Column II 2010-2011 Actual or Estimated (dollars only)	Column III 2011-2012 Budget (dollars only)
2000 Classified Salaries ¹			
Commission Members ²	\$ 0.00	\$ 0.00	\$ 0.00
Director	31,714.00	12,000.00	12,000.00
Secretaries, Clerks	61,744.00	50,000.00	50,000.00
Other			
3000 Employee Benefits	24,677.00	26,000.00	26,000.00
Subtotal	118,135.00	88,000.00	88,000.00
4000 Supplies and Equipment Replacement	1,355.00	1,500.00	1,500.00
5000 Operating Expenses	19,963.00	10,000.00	10,000.00
6000 Equipment			
Subtotal	21,318.00	11,500.00	11,500.00
Appropriation for Contingencies ³			
Total Expenditures	\$ 139,453.00	\$ 99,500.00	\$ 99,500.00
	Actual Expense	\$ 99,500.00	
		Amount Budgeted	\$ 99,500.00

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.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Instructional Assistant - Special Education
Test Date: Ongoing**

No.	First	Last	Written	Written @ 75%	App	App @ 25%	Prom/ Vet	Overall	Status
1st	Brittany	Hixenbaugh							12/17/2011
2nd (tie)	Thomas	Balsz							12/17/2011
2nd (tie)	Tatiana	Sarasty							5/6/2012
3rd	Joseph	Gumina							12/17/2011
4th	Jason	Simmons							12/17/2011
5th	Alicia	Pacheco							12/17/2011
6th	Maria	Martenson							5/6/2012
7th	Rhonda	Glaude							12/17/2011
8th	Edward	Chuntz							12/17/2011
9th	Eden	Mederos							12/17/2011
10th	Merlan	Land							12/17/2011
11th	Angelica	Lomeli-Chuntz							12/17/2011
12th	Ameena	Wasi							5/6/2012
13th	Skye	Thompson							5/6/2012

Scoring:

Written: 75%

App/Resume: 25%

Type of Exam:

Open

Open & Promotional

Promotional

Date of Certification: 05/06/11

Expiration Date: See status date

Approved _____

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
EDP/PRESCHOOL ASSISTANT
Written Exam 04/04/11**

No.	First	Last	Written	Written @ 75%	App	App @ 25%	Prom/Vet	Overall	Status
PROMOTIONAL									
1st	David	Johnson							
2nd	Sharon	Yeargain							
OPEN									
1st	Jessica	Andrade							
2nd (tie)	Angela	Acosta							
2nd (tie)	Neva	Amar							
2nd (tie)	Peggy	Barton							
3rd	Melissa	Trinidad							
4th	Danielle	Acosta							
5th	Eboni	McDonald							

Scoring:

Written: 75%

App: 25%

Type of Exam:

() Open

(X) Open and Promotional

() Promotional

Date of Certification: May 6, 2011

Expiration Date: May 6, 2012

Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Health Assistant
Written Exam 03/25/11 Oral Exam 04/26/11**

No.	First	Last	Written	Written @ 45%	Oral	Oral @ 45%	App	App @ 10%	Prom/Vet	Overall	Status
PROMOTIONAL											
1st	Erin	Deamos									
OPEN											
1st	Heather	Ham									
2nd	Jenness	Curtis									
3rd	William	Muir									
4th	Martha	Arevalo									
5th	Lilian	Cruz-Morales									
6th	Lisa	Quesada									
7th	Monica	Casillas									
8th	Laura	Hughes									
9th	Lana	Mays									

Scoring:

Written: 45%
Oral: 45%
App: 10%

Type of Exam:

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

Date of Certification: May 6, 2011

Expiration date: May 6, 2012

Approved: