

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

**Notice of Public Meeting
January 14, 2011
8:30 a.m.
District Office – Board Room**

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners

1. Approval of Minutes – December 17, 2010
2. Approval of Eligibility List – IA Special Education - Intense Behavioral Instruction

B. Administration

C. Employees

D. Citizens

II. 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

DECEMBER 17, 2010

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 Representative: Rod Jorgensen

Ms. Holguin called the meeting to order at 8:31 a.m.

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

Approval of Minutes:

Ms. Strand made a motion to approve the minutes of the December 3, 2010, Personnel Commission meeting, seconded by Ms. Holguin.

The minutes of the December 3, 2010, Personnel Commission meeting were approved 2:0.

B. Administration:

Ms. Hall advised there was a change in officers at the Board of Trustees meeting on December 8, 2010. Bill Fournell is now President. Ellen Rosenberg is Vice President. Penny Bordokas is the Clerk. Amy Howorth and Ida VanderPoorte are members.

Ms. Strand inquired if Ms. Howorth was running for city council. Ms. Hall said that Ms. Howorth had filed papers for the city council election. Ms. Hall stated that December 17, 2010, is the last day of school before the winter break. Students will return on January 3, 2011.

Ms. Hall expressed our appreciation and thanks to the Personnel Commissioners for their service on the Commission.

C. Employees:

Mr. Jorgensen officially thanked Ms. Holguin for consenting to a fourth Term of Office as the CSEA appointed Personnel Commissioner.

D. Citizens:

None present.

II. ACTION ITEMS

A. Reorganization of the Personnel Commission

Ms. Strand made a motion to confirm Ms. Holguin as a Personnel Commissioner for a fourth Term of Office, seconded by Ms. Holguin. Motion passed.

Ms. Strand made a motion that Ms. Holguin continue as Chairperson of the Personnel Commission, seconded by Ms. Holguin. Motion passed.

Ms. Holguin accepted the appointment.

The Reorganization of the Personnel Commission was approved 2:0.

B. Approve Eligibility List for Office Specialist:

This is 50% position at the Preschool.

Ms. Holguin made a motion to approve the Eligibility List for Office Specialist, seconded by Ms. Strand. **The Eligibility List for Office Specialist was approved 2:0.**

C. Approve Eligibility List for Special Education Instructional Assistant:

There are four (4) open positions due to changes in student Individual Education Plans (IEPs).

Ms. Holguin made a motion to approve the Eligibility List for Special Education Instructional Assistant, seconded by Ms. Strand.

The Eligibility List for Special Education Instructional Assistant was approved 2:0.

D. Approve Eligibility List for Instructional Assistant Health Care Specialist:

Ms. Strand commented there were only two (2) applicants on the eligibility list.

Ms. Hall advised three people applied, but only two made the eligibility list.

There are two openings. The Executive Director is willing to interview the two applicants.

Mr. Jorgensen advised the Commission has to approve allowing just the two to proceed.

The IA-Health Care Specialists work with students with special medical needs.

Ms. Strand made a motion to approve the Eligibility List for Instructional Assistant Health Care Specialist with only two people, seconded by Ms. Holguin.

The Eligibility List for Instructional Assistant Health Care Specialist was approved 2:0.

III. ADJOURNMENT

Ms. Holguin adjourned the meeting at 8:38 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exam 12/10/10 Oral Exam 12/15/10**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Status
PROMOTIONAL											
1st	Crystal	Stearns									10/8/2011
2nd	Leigh	Ikemiya									1/14/2012
OPEN											
1st	Kimberly	Robertson									10/8/2011
2nd	Diana	Krikelas									1/14/2012
3rd	Therese	Weber									03/25/11
4th	Lindsay	Weed									01/14/12
5th	Adewole	Williams									03/25/11
6th	Edward	Chuntz									03/25/11

Scoring:

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

Type of Exam:

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

Date of Certification: 01/14/11

Expiration Date: See status date

Approved: