

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

**Notice of Public Meeting  
March 4, 2011  
8:30 a.m.  
District Office – Board Room**

**AGENDA**

**I. WRITTEN AND ORAL COMMUNICATION**

**A. Commissioners**

1. Approval of Minutes – January 27, 2011
2. Approval of Eligibility List – Instructional Assistant - Health Care Specialist

- 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

JANUARY 27, 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 4:00 p.m.

**I. WRITTEN AND ORAL COMMUNICATION**

**A. Commissioners:**

**1. Approval of Minutes:**

Mr. Southey made a motion to approve the minutes of the January 14, 2011, Personnel Commission meeting, seconded by Ms. Strand.

**The minutes of the January 14, 2011, Personnel Commission meeting were approved 2:0.**

**2. Approval of Eligibility List:**

**Operations Worker**

There is one (1) full-time position for an Operations Worker (custodian) at Grand View Elementary school due to an employee retirement and transfer. Ms. Strand commented a woman was No. 1 on the eligibility list. Mr. Jorgensen commented he was on the all-day interview panel for the twenty-one (21) applicants. He stated there were many good candidates and he was impressed with the interviews. Mr. Southey made a motion to approve the Eligibility List for Operations Worker, seconded by Ms. Strand.

**The Eligibility List for Operations Worker was approved 2:0.**

**B. Administration:**

The Personnel Commissioners were asked if they wanted hard copies of the current published California Ed Code Book and they declined. Ms. Hall advised copies are available for their reference and use in the Human Resources office and online resources are available.

Mr. Jorgensen commented certain articles will pertain to merit system districts. Ms. Hilgendorf will email the online links to the Commissioners.

Ms. Hall reminded the Commissioners of the annual California School Personnel Commissioners Association Conference in Sacramento on February 25-27, 2011. Information had been emailed to the Commissioners in January.

Ms. Hall advised the notices went out for donations to the Catastrophic Sick Leave Bank. Donations come from Classified Bargaining Unit members who are able to donate unused sick leave or vacation time. One request (application) has been received for use of time from the Bank.

Ms. Hall advised the interviews will be on February 1, 2011, for today's approved eligibility list. Future open positions may include Health Care Specialist (1), Health Assistant ((1) retirement), IBI (1) and EDP Assistants (4).

The California Association of School Boards (CASBO) is hosting a Jobs-Alike Workshop for their members on January 28, 2011. This annual conference provides an opportunity to meet with people in similar positions and in other districts and will be attended by Human Resources, Payroll and Business Office personnel from our District. Presentations are made on current/timely topics. It is a good opportunity for professional growth.

### **C. Employees:**

Mr. Jorgensen advised negotiations are coming to a close with the District and the next session may be the last one. Mr. Jorgensen said this has been one of the better negotiations he has been associated with and attributes it to the level of trust back and forth.

Looking forward, Ms. Strand inquired about the budget. Ms. Hall advised the Board recently had a budget workshop. The State budget looks pretty grim. The District has been in good shape and has been cautious in the past few years, planning for a rainy day. The Board requested the Administration come back with scenarios of what things will look like and if we have to have layoffs. Ms. Strand asked when slips (notices) have to go out. Ms. Hall advised teachers must be notified by March 15<sup>th</sup> and classified staff requires a 45-day notice before the end of the school year. Ms. Hall stated if we don't have layoffs this year, we most likely will have layoffs the following year. Ms. Hall advised we have to plan and have a certified Budget three years out. Ms. Hall said Dr. Steve Romines, Assistant Superintendent of Administrative Services, could attend a future meeting and provide a budget update if the Commissioners were interested.

With regard to the State Budget, Mr. Jorgensen said it is important for the Governor to be able to extend the tax that was supposed to end this year. Ms. Hall mentioned the Mental Health bill and said the funding that was pulled in regard to the Department of Mental Health funding the non-public school residential placements is a major concern and will have a huge impact if school districts have to pick up that funding.

**D. Citizens:** None present

## **II. ADJOURNMENT**

Ms. Strand adjourned the meeting at 4:15 p.m.

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Health Care Specialist  
Written Exam 02/22/11 Oral Exam 03/01/11**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 60%	Prom/Vet	Overall	Status
<b>PROMOTIONAL</b>									
1st	Lisa	Kersenboom							3/4/2012
<b>OPEN</b>									
1st	Erin	Deamos							3/4/2012
2nd	Girasol	Hernandez							3/4/2012
3rd	Alicia	Pacheco							12/17/2011

**Scoring:**

Written: 40%

Oral: 60%

**Type of Exam:**

( ) Open

(X) Open & Promotional

( ) Promotional

**Date of Certification:** 03/04/11

**Expiration Date:** See status date

**Approved** \_\_\_\_\_