

**PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266
Notice of Public Meeting
October 10, 2011
8:30 a.m.
District Office – Board Room**

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners

1. Approval of Minutes –August 9, 2011
2. Approval of Eligibility List – Secretary to High School Principal

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

August 9, 2011

Attendees:

Commissioners: Vida Holguin and Cynthia Strand

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

CSEA Representatives: Rod Jorgensen

Ms. Holguin called the meeting to order at 8:32 a.m.

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

1. Approval of Minutes:

Ms. Holguin made a motion to approve the minutes of the June 27, 2011, Personnel Commission meeting, seconded by Ms. Strand.

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

2. Approval of Eligibility Lists:

a. Food Service Assistant I

There are 5 openings at several sites due to positions not yet filled and/or employees leaving. Ms. Strand made a motion to approve the Eligibility List for Food Service Assistant I, seconded by Ms. Holguin.

The Eligibility List for Food Service Assistant I was approved 2:0.

b. Health Care Specialist

There are two (2) positions open at MB Middle School. Each position is 6 ½ hours. Ms. Holguin made a motion to approve the Eligibility List for Health Care Specialist, seconded by Ms. Strand.

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

c. IA Special Education – Intensive Behavioral Instruction

There are two positions open, one at the Preschool and one at MB Middle School. Ms. Strand made a motion to approve the Eligibility List for IA Special Education – Intensive Behavioral Instruction, seconded by Ms. Holguin.

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

d. IA Special Education

Ms. Holguin commented this was the biggest eligibility list she has ever seen and that testing is ongoing. There are 12 openings, mainly due to incoming new students that have IEP's with aides, and/or a few employees leaving. There continues to be an increase in special education students to our district. Ms. Holguin asked if anyone investigates this increase and what the percentage of turnover is for this position. Ms. Germani said there is turnover every year. Ms. Holguin made a motion to approve the Eligibility List for IA Special Education, seconded by Ms. Strand.

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

Based on a Finding of Subsequent Need, Ms. Hall presented the commission with an Eligibility List for approval for a Food Service Supervisor. The eligibility list did not make it on the Agenda on time and there is a need to fill two positions, six (6) hours each, before school starts. The hiring process for this position has been completed. Based upon the presentation from the administration, Ms. Holguin made a finding that there is a subsequent need and the commission will consider the eligibility list today. Ms. Holguin made a motion to approve the Eligibility List for Food Service Supervisor, seconded by Ms. Strand.

The Eligibility List for Food Service Supervisor was approved 2:0.

B. Administration:

Ms. Hall introduced Ms. Karen Komatinsky, the newest member of the Board of Trustees. Ms. Komatinsky discussed her background, as a parent with two students in the district, and her varied involvement in MBUSD, such as a PTA President, MBEF Board Member, Legislative Advocacy Team to Sacramento, and more. Ms. Komatinsky is excited to be on the MBUSD Board and plans to run for a new term in November.

Ms. Hall advised the commissioners that at a future meeting, she would like to have a discussion regarding how we place people (who are) on the open and promotional eligibility lists. Specifically, when there are less than 3 promotional candidates, that they be approved on one list as they rank and not as a separate list at the top. Presently promotional is at the top and open is listed below. Mr. Jorgensen said in the past the commissioners were asked to approve two (2) candidates to go on the eligibility list. To clarify, the two (2) promotional candidates are added to the open list, as they rank, in order to interview the top people, whether they are an employee or outside candidate. Ms. Holguin asked if this is addressed in the merit rules. This relates to the merit system, not the contract.

Ms. Hall provided the commissioners, and Mr. Jorgensen, with copies of the Merit System. Ms. Hall asked that they start reviewing the areas she had marked for changes and/or updates. Page two (2) lists the Ed Codes that address the various areas of the Personnel Commission. Please review for further discussion at a future meeting.

Ms. Hall advised the Office Supervisor at MCHS, a non-bargaining unit position, was laid off due to lack of funds. The Secretary to the High School Principal, a bargaining-unit position, is being brought back. Both positions were 12 months. The annual savings will be over \$20, 000. The Secretary to the High School Principal will not evaluate staff, as the Office Supervisor had. Ms. Strand inquired if the laid-off, Office Supervisor would apply for this new position. Ms. Hall advised the employee was given several options but chose to resign from the district, effective August 26, 2011. The administrators will resume evaluating the office staff. In addition, MCHS will be reorganizing their offices, for a positive and effective change.

Ms. Strand inquired if everything was stable in the College and Career center. Ms. Hall responded it is and there have been no changes.

Ms. Hall announced the District had approved an iPad Pilot and discussion followed. This is a test pilot for interactive learning. It is experimental, yet dynamic. MBUSD personnel have visited like districts to see the results. There will be one grade-level at each elementary school. At the middle school and high school, the pilot is by subject, i.e. Math and Science at MBMS Ms. Strand asked if students were using Kindles for reading. Kindles are not part of this pilot. Mr. Jorgensen said the Superintendent's Advisory Committee began looking into digital textbooks four (4) years ago and will continue to do so. Textbook companies need to catch up to the digital textbook adoption. Digital books begin at the college level and trickle down. iPads are a good start to replacing hard copies of books. Students will have the ability to upload certain software, but it will be very controlled. Elementary school students will not take the I-Pads home. iPads will remain on the cart at the sites. Ms. Hall advised there is a student/parent agreement form. iPad teacher training will begin on August 24th. Ms. Komatinsky said for further information, visit the Kahn Academy, online, to see novel ways of looking at academics today.

Ms. Hall announced that for the first time, the District is offering Mandarin in Grade 7 at the MB Middle School. Ms. Strand asked if the class would continue to other grade levels. Ms. Hall advised the teacher is willing to pick up more time and we hope to expand the class to the high school.

C. Employees:

Mr. Jorgensen commented the eligibility lists were all open with no promotional employees and asked if all employees had the opportunity to see the job posting flyer. Ms. Germani said the flyers were sent home to every employee who is not a 12 month employee.

Mr. Jorgensen commented on the Secretary to the High School Principal position that is open after 20 years. Ms. Hall said she thought it was less than 20 years, possibly around 15 years. Mr. Jorgensen said he understands there may not be a need for a supervisor but does feel the salary level is too low, dependent upon the responsibilities of the position. Mr. Jorgensen stated that when a position like this is opened up, he would prefer to have the Personnel Commission review the job description. The job description was reviewed with the principal and the administration felt there was no need to change or update the job description. Mr. Jorgensen asked if the intent is for the individual to have the same supervisory position duties. The job description for Secretary to the High School Principal is not intended to include supervision of the office. The posting for this position closes on August 26th, followed by a written exam, in-basket test and writing test. The position should be filled by the end of September, with a substitute in place until then.

Dr. Steve Romines will retire at the end of August, but will remain with the District as a consultant for the Measure BB project. The new Assistant Superintendent will be announced this week.

D. Citizens: None present

II. ADJOURNMENT

Ms. Holguin adjourned the meeting at 9:10 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
SECRETARY TO HIGH SCHOOL PRINCIPAL
Written Exam 08/31/11 Performance Exam 09/21/11 Writing Sample 09/28/11**

No.	First	Last	Written	Written @ 40%	Perf	Perf @ 35%	Writing Sample	Writing Sample @ 20%	App	App @ 5%	Prom/Vet	Overall	Status
OPEN													
1st	Heather	Hoffman											
2nd	Arlissa	Mittleman											
3rd	Lori	Cordero											
4th	Henry	Chang											
5th	Mary	Deyden											

Scoring:

Written: 40%
Performance: 35%
Writing Sample: 20%
App/Resume: 5%

Type of Exam:

() Open
(X) Open & Promotional
() Promotional

Date of Certification: 10/10/11

Expiration Date: 10/10/12
Approved: