

**PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266
Notice of Public Meeting
January 19, 2012
9:00 a.m.
1st Floor Conference Room
District Office**

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners

1. Approval of Minutes – December 16, 2011
2. Approval of Eligibility Lists
 - a. IA Special Education - Intensive Behavioral Instruction
 - b. Instructional Assistant – Special Education
3. Reorganization of Personnel Commission

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
MEETING MINUTES
December 16, 2011

Attendees:

Commissioners: Vida Holguin, Cynthia Strand and Charles Southey

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

CSEA Representatives: Rod Jorgensen, Alice Wise and Tre'Shawn Hall

Ms. Holguin called the meeting to order at 9:08 a.m.

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

1. Approval of Minutes:

Ms. Strand made a motion to approve the minutes of the November 4, 2011, Personnel Commission meeting, seconded by Mr. Southey. **The minutes of the November 4, 2011, Personnel Commission meeting were approved 3:0.**

2. Approval of Eligibility List – Clerical Assistant

There is one position at Mira Costa in the copy room. We have a current employee in that classification who has requested a transfer. Although not on the eligibility list, the employee will be interviewed. There is one employee on the promotional list. The site administrator can interview three (3) people, one transfer, one promotional and one from the open eligibility list.

If the current employee is granted the transfer, the vacant position would then be filled from this eligibility list. The transfer is not automatic. Seniority is considered when there are 2 or more people within the classification requesting a transfer from the same classification or list. Ms. Strand inquired if a lateral has precedence over a promotional. Mr. Jorgensen replied there would be further discussion in the future regarding a transfer employee, even if the list is approved today. The Personnel Commissioners and CSEA representatives concur the list could be approved today with continued discussion regarding transfers. Ms. Tre'Shawn Hall asked that the record reflect the current employee's request for a transfer and be considered.

Mr. Southey made a motion to approve the Eligibility List for Clerical Assistant, seconded by Ms. Strand. **The Eligibility List for Clerical Assistant was approved with a notation from the Union that there is also a transfer employee to be considered on the list 3:0.**

B. Administration:

Ms. Hall advised that the new Board of Trustees was seated without an election this year. The reorganization of the Personnel Commission will be done in January 2012, to appoint a new Chairperson. Mr. Charles Southey was approved for an additional term of office by the Board of Trustees.

C. Employees:

Mr. Jorgensen noted that per recent Board approval, Ms. Schwabe would be returning to work as a consultant and inquired what her official duties would include. Ms. Hall explained that Ms. Schwabe would be reviewing certificated professional growth files and contracts. Ms. Kathy Hall stated that STRS and PERS have put districts on notice that as of July 1, 2012, they will begin enforcing existing rules regarding the charging of penalties and interest (7.75%) for reporting errors. Ms. Hall stated that Ms. Schwabe will also review some certificated and classified job descriptions and will assist with the development of a job description for a new classified position of Systems Analyst.

Ms. Tre'Shawn Hall commented that the work to be completed by Ms. Schwabe is bargaining unit work and asked if a classified person could be considered, hired, or promoted from within to complete the assignment. Ms. Kathy Hall responded that the Human Resource Department is unable to complete the work without assistance due to the current workload within the department and stated there is a deadline of June 30th to find and correct errors without incurring penalty and interest charges. Ms. Kathy Hall stated it is important to have someone who currently understands the district's professional growth policies, can read and interpret a college transcript, and knows how to place individuals on the district's salary schedules; there is no time to train an individual so that they can conduct the audit and make necessary corrections by June 30th.

Ms. Kathy Hall advised Ms. Wise the district is considering the addition of a Systems Analyst to maintain a database and integrate all the district's technology systems. Ms. Tre'Shawn Hall noted that CSEA has the right to negotiate the salary for the new position. Ms. Kathy Hall responded that the job description would be provided to the Personnel Commission for review, modification and approval as necessary. Ms. Kathy Hall stated the Personnel Commission will also recommend the salary range placement for this new position. Once the Personnel Commission has approved the job description and suggested salary range placement, the job description and the salary placement will be taken to the Board of Trustees for adoption. Ms. Wise and Ms. Kathy Hall commented there is a need to resolve conflicting codes and problems with our software programs as they relate to CBEDS / CALPADS reporting. Ms. Kathy Hall reported that it would be the responsibility of the Systems Analyst to resolve these conflicts.

D. Citizens: None present

E. Discussion and First Reading of the Personnel Commission Merit System Rules and Regulations of the Classified Service

Ms. Hall advised that a copy of our Merit System Rules and Regulations was reviewed and revised by our contracted attorney, Howard Friedman. The distributed copy contains the changes made by Mr. Friedman and should be used as the base document to review. The commissioners agreed they wanted time to review the document and hold the discussion for future meetings. Ms. Hall advised we would try to schedule an in-depth meeting, in the afternoon, for review of the Merit System. We may have to have a brief meeting prior to that for eligibility list approval only. Ms. Hilgendorf will email the commissioners with possible dates to schedule an afternoon meeting.

II. ADJOURNMENT

Ms. Holguin adjourned the meeting at 9:38 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exam 12/09/11 Oral Exam 01/06/12**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Status
OPEN											
1st	Amanda	Agnello									11/4/2012
2nd	Dallas	Knocke									1/19/2013
3rd	Miriam	Garcia									3/28/2012
4th	Ria	Roberto									8/9/2012
5th	Wanda	Williams									1/19/2013

Scoring:

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

Type of Exam:

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

Date of Certification: 01/19/12

Expiration Date: See status date

Approved:

**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	Christel	Hall							8/9/2012
2nd	Debbie	Imsland							8/9/2012
3rd	Cristina	Valenzuela							8/9/2012
4th	Melody	Platt							8/9/2012
5th	Andrew	Dimenstein							8/9/2012
6th	Nicole	Meyer							8/9/2012
7th	Kanise	Mobley							8/9/2012
8th (tie)	Sara	Hinkle							8/9/2012
8th (tie)	Andrea	Heard							8/9/2012
9th	Candace	Pastore							8/9/2012
10th (tie)	Eric	Ackerman							8/9/2012
10th (tie)	Denis	Sviricic							8/9/2012
11th	Maria	Martenson							5/6/2012
12th (tie)	Ashley	Harris							8/9/2012
12th (tie)	Michelle	Gonzales							8/9/2012
13th	Colby	Bland							8/9/2012
14th	Sebastian	Di Carlo							8/9/2012
15th	Ameena	Wasi							5/6/2012
16th	Skye	Thompson							5/6/2012
17th (tie)	Emily	Aguilar							8/9/2012
17th (tie)	Rita	Selva							1/19/2013
18th	Jared	Gordon							8/9/2012

Scoring:

Written: 75%

App/Resume: 25%

Type of Exam:

(X) Open

() Open & Promotional

() Promotional

Date of Certification: 01/19/12

Expiration Date: See status date

Approved _____