

**PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266
Notice of Public Meeting
November 4, 2011
9:00 a.m.
1st Floor Conference Room
District Office**

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners

1. Approval of Minutes – October 10, 2011
2. Approval of Eligibility Lists
 - a. IA Special Education - Intensive Behavioral Instruction
 - b. EDP – Preschool Teacher

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
October 10, 2011

Attendees:

Commissioners: Vida Holguin and Cynthia Strand

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

CSEA Representatives: Tre'Shawn Hall, Rod Jorgensen

Ms. Holguin called the meeting to order at 8:50 a.m.

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

1. Approval of Minutes:

Ms. Strand made a motion to approve the minutes of the August 9, 2011, Personnel Commission meeting, seconded by Ms. Holguin.

The minutes of the August 9, 2011, Personnel Commission meeting were approved 2:0.

2. Approval of Eligibility List – Secretary to High School Principal.

Ms. Holguin made a motion to approve the Eligibility List for Secretary to High School Principal, seconded by Ms. Strand.

The Eligibility List for Secretary to High School Principal was approved 2:0.

B. Administration:

Ms. Hall advised the Commissioners the CSEA negotiation team met on October 4, 2011 and will be meeting again on October 18, 2011. Articles up for discussion include: Article 2 Hours and Overtime, Article 10 Compensation and Benefits, and Article 5 Transfers. A formalized contract is being prepared and will include updates from last year to create an entire new document, which should be available soon.

The MBEF is sponsoring a TedX Conference at MBMS on October 22, 2011. This world-wide organization hosts learning events which include, creative, thought provoking, speakers. There will be approximately 20 speakers at this event.

Mr. Southey has been appointed and approved by the Board of Trustees for an additional term as a Personnel Commissioner.

Merit System Rules and Regulations are being reviewed in relationship to Ed Code. Ms. Hall has information which will be discussed at a future meeting when all three commissioners can be present. Ms. Strand has reviewed the document and said there are areas that need to be fixed.

We are adding a position at the high school for a copy room clerk. This position will come under the Clerical Assistant job description. There is a Clerical Assistant at MBMS who is in the front office. Ms. Hall asked if the commissioners needed to review the job description before the position is added. The Clerical Assistant at the high school will strictly operate the copy center. It is a 10-month position for 7.5 hours per day. Ms. Strand inquired if there was that much of a need at the high school? Ms. Hall stated this employee would be responsible for accepting and completing copy orders, ordering supplies, maintaining equipment and requesting service calls. Staff members will not run copies; they will submit orders to the clerical assistant in the copy room. There are two new, large copy machines on order. The small copiers that are currently in the copy room will be distributed to various departments. Tre'Shawn Hall asked if the teachers would send orders electronically. Kathy Hall advised orders would be submitted on a hard-copy form. Training for the new copiers will be done on site in the copy room.

There is a possibility we may want to eliminate a Computer Lab Assistant position at the high school and replace that person with a Systems Technician. At present we have a limited-term Systems Technician that was added in July. In the future, the Board may consider making this a permanent assignment and may add an additional Systems Technician.

Ms. Hall said she would keep the commissioners updated regarding the classified employee personnel/police matter.

Tre'Shawn Hall stated it is very important to expedite the process of updating the Merit System Rules and Regulations to be consistent with current laws and an updated contract. This is a discussion item in negotiations and they are waiting for a copy, with changes, to review.

The Commissioners and CSEA representatives present all agreed a meeting should be scheduled ASAP to review/update the Merit System Rules and Regulations.

C. Employees:

Mr. Jorgensen asked about the technology positions at the high school. There is also a technology "consultant" at the high school. Ms. Hall stated the duties of the Computer Lab Specialist at the high school are very different from those of the elementary Computer Lab Specialists. Ms. Holguin requested the job descriptions for the Computer Lab Specialist and Systems Technician positions.

D. Citizens: None present

II. ADJOURNMENT

Ms. Holguin adjourned the meeting at 9:12 a.m.

Future meetings will be scheduled for upcoming eligibility list approval and Merit System Rules and Regulation review/updates.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exam 06/02/11 Oral Exam 06/24/11**

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

Scoring:

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

Type of Exam:

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

Date of Certification: 11/04/11

Expiration Date: See status date
Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
PRESCHOOL/EDP TEACHER**

No.	First	Last	Oral	Oral @ 90%	App	App @ 10%	Prom/Vet	Overall	Status
OPEN									
1st	Deidre	Jones							

Scoring:

Oral: 90%

App: 10%

Type of Exam:

() Open

(X) Open & Promotional

() Promotional

Date of Certification: 11/04/11

Expiration Date: 11/04/12

Approved: