

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

**Notice of Public Meeting
June 27, 2011
8:30 a.m.
District Office – Board Room**

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners

1. Approval of Minutes –May 6, 2011
2. Approval of Eligibility List – Systems Technician

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

May 6, 2011

Attendees:

Commissioners: Charles Southey and Cynthia Strand

District Staff: Kathy Hall, Director of Human Resources; Steve Romines, Assistant Superintendent, Administrative Services; Gina Germani, Human Resources Technician – Classified

CSEA Representatives: Rod Jorgensen

Ms Strand called the meeting to order at 8:35 a.m.

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

Approval of Minutes:

Mr. Southey made a motion to approve the minutes of the March 28, 2011, Personnel Commission meeting, seconded by Ms. Strand.

The minutes of the March 28, 2011, Personnel Commission meeting were approved 2:0.

B. Administration:

Kathy Hall announced that Karen Komatinsky was sworn in Wednesday, May 4, 2011, as a new Board Member to complete the term of office vacated by Amy Howorth. An election will be held in November to fill two expiring terms (Bill Fournell and Karen Komatinsky). Ms. Strand asked if Mr. Fournell and Ms. Komatinsky were eligible to run for reelection. Ms. Hall stated that they were eligible to run for another term in office.

Ms. Hall informed the Personnel Commissioners that Classified Employee Recognition Week is the week of May 16, 2011, through May 20, 2011, and that she was preparing a Resolution for adoption by the Board on May 18, 2011.

Ms. Hall announced that Nellie Mracek, Health Assistant at Robinson, would be retiring at the end of the school year.

Ms. Hall informed the Personnel Commissioners that the Board of Trustees approved the one-day suspension of a classified employee at its meeting on May 4, 2011, and that the employee could appeal the Board's decision to the Personnel Commission.

C. Employees: No comments

D. Citizens: None were present

E. Adjourn Personnel Commission Meeting and Open Public Hearing

Ms. Strand adjourned the regular Personnel Commission meeting at 8:40 a.m. and opened the Public Hearing for a presentation on the Personnel Commission Budget for 2011-2012 by Dr. Steve Romines, Assistant Superintendent, Administrative Services.

II. PUBLIC HEARING

A. Presentation of Personnel Commission Budget for 2011-2012

Dr. Romines stated that the Personnel Commission Budget allocations come from the general fund.

B. Commission Discussion of Budget

Ms. Strand commented on the marked decrease in spending in the area of Operating Expenses from the 2009-2010 and the 2010-2011 school year. Dr. Romines stated that the decrease is due to a decrease in the number of Personnel Commissioners' organization memberships and lower legal costs related to layoffs and employee litigation. Dr. Romines also stated that the decreased expense for the Director's salary is related to Janet Schwabe's retirement in September 2009. Ms. Schwabe was performing her duties from July 1, 2009, until September 30, 2009.

Dr. Romines stated that employee benefit costs have increased and they could go up as much as 15% per year.

Mr. Jorgensen asked how Dr. Romines determines the percent of the director's and secretaries' salaries to be charged to the Personnel Commission budget. Dr. Romines stated that 50% of the Director's salary, 50% of Donna Hilgendorf's salary and 100% of Gina Germani's salary is charged to the Personnel Commission budget.

Mr. Jorgensen informed the Personnel Commissioners that a committee was reviewing the Health Benefit plans with the hope of improving services and getting the best value for the district and employees. Dr. Romines stated that ASCIP is our joint powers insurance group and that they have made presentations to the benefits committee on alternative options compared to our current plans.

C. Public Input: None

D. Adjourn Public Hearing and Reopen Personnel Commission Meeting

Ms. Strand adjourned the public hearing at 8:50 and reconvened the regular Personnel Commission Meeting.

III. ACTION ITEMS

A. Adopt Personnel Commission Budget for 2011-2012

Mr. Southey made a motion to adopt the 2011-2012 Personnel Commission Budget, seconded by Ms. Strand and approved 2:0.

B. Approval of Eligibility List – Instructional Assistant – Special Education

Ms. Strand asked how many positions were available. Ms. Germani responded that three positions were available and that they were both new and replacement positions. Mr. Southey made a motion for approval of the eligibility list, seconded by Ms. Strand. The eligibility list for Instructional Assistant – Special Education was approved 2:0.

C. Approval of Eligibility List – EDP/Preschool Assistant

Ms. Strand asked the location of these positions. Ms. Germani stated that positions were available at Grand View, Meadows, and Pennekamp Elementary Schools. Ms. Strand asked how many hours per day each position included. Ms. Germani stated that two of the positions were for 3 hours per day and one position was for 3.6 hours per day. Ms. Strand asked if part time employees were eligible for health benefits. Ms. Germani stated that employees who work a minimum of two hours are eligible for health care benefits but pay an increased cost for those benefits. Ms. Strand made a motion for approval of the eligibility list for EDP/Preschool Assistant, seconded by Mr. Southey. The eligibility list was approved by a vote of 2:0.

D. Approval of Eligibility List – Health Assistant

Ms. Germani stated that this eligibility list was being established to find a replacement for the retiring employee at Robinson Elementary School. Mr. Southey made a motion to approve the eligibility list for Health Assistant, seconded by Ms. Strand and the list was approved by a vote of 2:0.

IV. ADJOURNMENT

Ms. Strand asked if the district anticipated a need for another Personnel Commission meeting prior to June 23, 2011. Ms. Germani stated the district anticipates a need for approval of at least two more eligibility lists.

Ms. Strand adjourned the meeting at 8:55 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Systems Technician**

Written Exam 06/03/11, Performance Exam 06/13/11, Oral Exam 06/17/11

No.	First	Last	Written	Written @ 30%	Perf.	Perf. @ 40%	Oral	Oral @ 30%	Prom/Vet	Overall	Status
PROMOTIONAL											
1st	Tighe	Mishler									
OPEN											
1st	Rene	Rosiles									
2nd	Christopher	Harpe-Amos									

Scoring:

Written: 30%
Performance: 40%
Oral: 30%

Type of Exam:

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

Date of Certification: 06/27/11

Expiration Date: 06/27/12

Approved: