

PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266
Notice of Public Meeting
April 5, 2012
8:30 a.m.
1st Floor Conference Room
District Office

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners

1. Approval of Minutes – March 20, 2012
2. Approval of Eligibility List - 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
March 20, 2012

Attendees:

Commissioners: Vida Holguin and Cynthia Strand

District Staff: Kathy Hall, Director of Human Resources; Gina Germani, Human Resources Classified Technician and Recorder.

CSEA Representatives: None present

Ms. Holguin called the meeting to order at 8:30 a.m.

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

1. Approval of Minutes

Ms. Strand made a motion to approve the minutes of the February 8, 2012, Personnel Commission meeting, seconded by Ms. Holguin. **The minutes of the February 8, 2012 Personnel Commission meeting were approved 2:0.**

2. Approval of Eligibility List

IA Special Education – Intensive Behavioral Instruction

There are five (5) positions open with four (4) candidates on the list. Ms. Germani stated the special education staff comprises about one-third of the classified staff. Testing for this position is ongoing due to a high rate of turnover and non-competitive salaries. 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.

B. Administration:

Ms. Hall confirmed the meeting to approve the Personnel Commission Annual Budget is scheduled for May 4, 2012, at 8:30 a.m. CSEA negotiations will resume with a tentative date of April 18, 2012. A possible appeal hearing may be forthcoming. Ms. Hall will inform the commissioners if the appeal goes forward. The March 15, 2012, deadline has passed for certificated layoffs. We do not anticipate classified layoffs. MBUTA negotiations will begin on March 22, 2012. Ms. Hall suggested the commissioners review the new budget update from the Business Office on our website. Information pertaining to district salaries is included. There has not been a salary increase in the district since 2007.

- C. **Employees:** No
- D. **Citizens:** None present

II. DISCUSSION

A second draft copy of the Merit System Rules & Regulations of the Classified Service was distributed and will be reviewed at a future meeting.

III. ACTION ITEM

Recommend Salary Range Placement for Systems Analyst

Internal and external salary charts, salary comparisons, technology department positions/ranges, and other classifications and districts were reviewed and discussed. Ms. Holguin made a motion, seconded by Ms. Strand, to recommend the Board of Trustees approve a salary placement at Range 43, for the Systems Analyst position.

The recommended Salary Range Placement for Systems Analyst was approved 2:0

- IV. Ms. Holguin adjourned the meeting at 8:45 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
EDP/PRESCHOOL TEACHER**

No.	First	Last	Oral	Oral @ 90%	App	App @ 10%	Prom/Vet	Overall	Status
OPEN									
1st (tie)	Starr	Nagdev							
1st (tie)	Beverly	Reynolds							
2nd	Jessica	Lee							

Scoring:

Oral: 90%
App: 10%

Type of Exam:

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

Date of Certification: 04/05/12

Expiration Date: 04/05/13

Approved: