

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

**Notice of Public Hearing  
May 4, 2012  
8:30 a.m.**

**District Office – 1<sup>st</sup> Fl. Conference Room**

**AGENDA**

**I. WRITTEN AND ORAL COMMUNICATION**

**A. Commissioners**

Approval of Minutes, April 5, 2012

**B. Administration**

**C. Employees**

**D. Citizens**

**E. Adjourn Personnel Commission Meeting and Open Public Hearing**

**II. PUBLIC HEARING**

**A. Presentation of Personnel Commission Budget for 2012-2013**

**B. Commission Discussion of Budget**

**C. Public Input**

**D. Adjourn Public Hearing and Reopen Personnel Commission Meeting**

**III. ACTION ITEMS**

Adopt Personnel Commission Budget for 2012-2013

**IV. 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 the Director of Human Resources, 325 S. Peck Avenue, Manhattan Beach, CA 90266, Telephone (310) 318-7345, X5915, Fax (310) 303-3824.**

Manhattan Beach Unified School District  
PERSONNEL COMMISSION  
MEETING MINUTES

April 5, 2012

Attendees:

Commissioners: Vida Holguin and Cynthia Strand

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

CSEA Representatives:

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

**I. WRITTEN AND ORAL COMMUNICATION**

**A. Commissioners:**

**1. Approval of Minutes:**

Ms. Strand made a motion to approve the minutes of the March 20, 2012, Personnel Commission meeting, seconded by Ms. Holguin. **The minutes of the March 20, 2012, Personnel Commission meeting were approved 2:0.**

**2. Approval of Eligibility List – EDP/Preschool Teacher**

There are three (3) open positions in the Extended Day Program and Preschool. The Preschool is located at the former MBI site. Preschool starts at age two.

Ms. Strand made a motion to approve the Eligibility List - EDP/Preschool, seconded by Ms. Holguin. **The Eligibility List for EDP/Preschool Teacher was approved 2:0.**

**B. Administration:**

Ms. Hall mentioned we are on Spring Break this week.

**C. Employees:** No

**D. Citizens:** No

**II. ADJOURNMENT**

Ms. Holguin adjourned the meeting at 8:35 a.m.

**III. ACTION ITEM**

**TITLE:** Adopt Personnel Commission Budget for 2012-2013

**BACKGROUND:** The Personnel Commission approves an annual budget of expenditures. That budget is part of the Manhattan Beach Unified School District's total budget. The staff included in the Personnel Commission budget is also included in the Manhattan Beach Unified School District budget. Only a portion of the employee's time is charged to the Personnel Commission budget. Those employees partially charged to the Personnel Commission are: Kathy Hall, Director of Human Resources; Gina Germani, Human Resources Technician-Classified; and Donna Hilgendorf, Administrative Assistant, Human Resources.

**ACTION RECOMMENDED:** Approve Personnel Commission Budget for 2012-2013.

**PREPARED BY:** Kathy Hall, Director of Human Resources

**APPROVED BY:** \_\_\_\_\_

  
Rick Bagley, Deputy Superintendent  
Administrative Services

**DATE:** May 4, 2012

AGENDA NOTE

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Los Angeles County  
Office of Education

Leading Educators • Supporting Students • Serving Communities

Division of Business Advisory Services

**Annual Budget of Personnel Commission**  
**Fiscal Year 2012-2013**  
**(Education Code Section 45253)**

Manhattan Beach Unified School District, Los Angeles County, California.

**Notice of Public Hearing by the Personnel Commission**

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

MBUSD - District Office, 325 S. Peck Avenue, Manhattan Beach, CA 90266  
(Place)

on Friday, May 4, 2012 at 8:30 o'clock A M.

You are invited to attend and present your views.

Signed \_\_\_\_\_  
Chairman or Director of Personnel Commission

**Adopted Annual Budget of Personnel Commission**

To: Los Angeles County  
Office of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the District.

Date of meeting Friday, May 4, 2012

Signed \_\_\_\_\_  
Chairman or Director of Personnel Commission

**Approval Annual Budget of Personnel Commission**

To the Governing Board and Personnel Commission:

This report has been examined and approved by \_\_\_\_\_  
Los Angeles County Office of Education

By \_\_\_\_\_, Deputy

Date \_\_\_\_\_, 2012

## Annual Financial and Budget Report

Fiscal Year 2011-2012

| Expenditure by Object                               | Column I<br>2009-2010<br>Actual<br>( dollars only ) | Column II<br>2010-2011<br>Actual or Estimated<br>( dollars only ) | Column III<br>2011-2012<br>Budget<br>( dollars only ) |
|---|---|---|---|
| <b>2000 Classified Salaries <sup>1</sup></b>        |   |   |   |
| Commission Members <sup>2</sup>                     | \$  | \$  | \$  |
| Director  | 8,772.00  | 9,115.00  | 9,400.00  |
| Secretaries, Clerks                                 | 51,274.00   | 51,486.00   | 52,000.00   |
| Other   |   |   |   |
| <b>3000 Employee Benefits</b>                       | 19,954.00   | 22,574.00   | 24,800.00   |
| <b>Subtotal</b>                                     | 80,000.00   | 83,175.00   | 86,200.00   |
| <b>4000 Supplies and Equipment Replacement</b>      | 2,462.00  | 3,254.00  | 3,400.00  |
| <b>5000 Operating Expenses</b>                      | 44,631.00   | 43,038.00   | 45,000.00   |
| <b>6000 Equipment</b>                               |   |   |   |
| <b>Subtotal</b>                                     | 47,093.00   | 46,292.00   | 48,400.00   |
| <b>Appropriation for Contingencies <sup>3</sup></b> |   |   |   |
| <b>Total Expenditures</b>                           | \$ 127,093.00                                       | \$ 129,467.00   | \$ 134,600.00   |
|   | <b>Actual Expense</b>                               | \$ 129,467.00   |   |
|   |   | <b>Amount Budgeted</b>  | \$ 134,600.00   |

<sup>1</sup> Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

<sup>2</sup> Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (E.C. Section 45250)

<sup>3</sup> Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.