

**PERSONNEL COMMISSION**  
**Manhattan Beach Unified School District**  
**325 S. Peck Avenue**  
**Manhattan Beach, CA 90266**  
**Notice of Public Meeting**  
**May 25, 2012**  
**8:30 a.m.**  
**1<sup>st</sup> Floor Conference Room**  
**District Office**

## **AGENDA**

### **I. WRITTEN AND ORAL COMMUNICATION**

#### **A. Commissioners**

1. Approval of Minutes – May 4, 2012
2. Approval of Eligibility Lists
  - a. Food Service Assistant I
  - b. Food Service Supervisor
  - c. IA Special Education - Intensive Behavioral Instruction

#### **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

May 4, 2012

Attendees:

Commissioners: Vida Holguin and Charles Southey

District Staff: Rick Bagley, Deputy Superintendent, Administrative Services; Kathy Hall, Director of Human Resources; Gina Germani, Human Resources Technician – Classified; Donna Hilgendorf, Administrative Secretary/Recorder.

CSEA Representatives: Rod Jorgensen and Tre’Shawn Hall

Ms. Holguin 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 April 5, 2012, Personnel Commission meeting, seconded by Ms. Holguin. **The minutes of the April 5, 2012, Personnel Commission meeting were approved 2:0.**

**B. Administration:**

Ms. Hall advised that a Tentative Agreement was reached during CSEA negotiations on April 18, 2012. The Tentative Agreement will proceed to a 6/10 process. Tre’Shawn Hall advised the Chapter is scheduled to ratify next week. There are no objections at this time. Board approval will follow.

Resolution 2012-7 “Classified Employee Week” will be presented at the May 16, 2012, Board meeting. Classified Employees of the Year from each site will be recognized and the “District” Classified Employee of the Year will be announced at the June 6, 2012, Board meeting.

**C. Employees:**

Mr. Jorgensen talked about the selection process for hiring summer employees including the application process and testing.

**D. Citizens:** None present

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

Ms. Holguin adjourned the regular Personnel Commission meeting at 8:37 a.m. and opened the Public Hearing for a presentation on the Personnel Commission Budget for 2012-2013 by Rick Bagley, Deputy Superintendent, Administrative Services

## **II. PUBLIC HEARING**

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

Personnel Commission Budget allocations come from the general fund. Mr. Southey commended coming in on budget last year. Budget reductions were reflected in the past two years due to reductions in salary, memberships and legal costs.

### **B. Commission Discussion of Budget**

Mr. Bagley advised the Personnel Commission that salaries are allocated based on an estimate of time. Employee benefit costs have increased and comparisons from 2007 to the present, show health care benefits have increased 64%. In 2007, the District took on the 80/20 formula. The employee portion decreased while the employer portion increased, and continues to do so as premium rates rise annually.

### **C. Public Input: None**

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

Ms. Holguin adjourned the Public Hearing at 8:50 a.m. and reconvened the regular Personnel Commission meeting.

## **III. ACTION ITEMS**

### **Adopt Personnel Commission Budget for 2012-2013**

Mr. Southey made a motion to adopt the Personnel Commission Budget for 2012-2013 as amended, with corrected Fiscal Year Columns on the LACOE Budget Form, seconded by Ms. Holguin, in agreement with the correction, and **approved 2:0**.

**Ms. Holguin, Chairperson, signed the adopted Annual Budget of the Personnel Commission for Fiscal Year 2012-2013.**

## **IV. ADJOURNMENT**

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

NOTE: The MBUSD Board of Trustees adopted the Personnel Commission Budget at the May 16, 2012, Board Meeting.



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  
Vida Holguin, Chairman

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  
Vida Holguin, Chairman

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 2012-2013

Expenditure by Object	Column I 2010-2011 Actual ( dollars only )	Column II 2011-2012 Actual or Estimated ( dollars only )	Column III 2012-2013 Budget ( 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.

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
FOOD SERVICE ASSISTANT I  
Test Date 04/26/12**

No.	First	Last	Written	Prom/Vet	Overall	Status
<b>OPEN</b>						
1st	Prenice	Fuller				8/9/2012
2nd (tie)	Alison	Geisert				5/25/2013
2nd (tie)	Varick	John				5/25/2013
3rd (tie)	Debra	Fermanian				5/25/2013
3rd (tie)	Timea	Shackelford				5/25/2013
4th (tie)	Benny	Hernandez				8/9/2012
4th (tie)	Georgia	Murphy				5/25/2013
4th (tie)	Cesiah	White				8/9/2012
5th (tie)	Wendy	Miller				8/9/2012
5th (tie)	De Lisa	Turner				5/25/2013
6th	Barbara	Grippe				8/9/2012

**Scoring:**

Written: 100%

App/Resume:

Oral:

**Type of Exam:**

(X) Open

( ) Open & Promotional

( ) Promotional

**Date of Certification: 05/25/12**

**Expiration Date: See status date**

**Approved:**

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
FOOD SERVICE SUPERVISOR  
Test Date 04/30/12 Oral Exam 05/10/12**

No.	First	Last	Written	Written @40%	Oral	Oral @ 50%	Apps	Apps @ 10%	Prom/Vet	Overall	Status
<b>OPEN</b>											
1st	Lynley	Fleak									5/25/2013
2nd	Tamara	Bryne									8/9/2012
3rd	Agustin	Guzman									5/25/2013
4th	Etus	Dellaripa									8/9/2012

**Scoring:**

Written: 40%  
Oral 50%  
App/Resume: 10%

**Type of Exam:**

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

**Date of Certification: 05/25/12**

**Expiration Date: See status date**

**Approved:**

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION  
Written Exam 04/27/12 Oral Exam 05/08/12**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Status
<b>OPEN</b>											
1st	Laura	Stoneman									
2nd	Chelsea	Miller									

**Scoring:**

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

**Type of Exam:**

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

**Date of Certification: 05/25/12**

**Expiration Date: 05/25/13**

**Approved:**