

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of February 28, 2013**

Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, CA 90813

Chairperson Terence Ulaszewski called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

Terence Ulaszewski, Chairperson  
Linda Vaughan, Vice-Chairperson  
Stacey Lewis, Member

**STAFF MEMBERS PRESENT**

Gail McMahon, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo, Staff Secretary  
Susan Brister, Human Resources Technician  
Esther Martinez, Human Resources Assistant

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B.

**HEARING OF PUBLIC TESTIMONY AND  
QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA**

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None

**REPORT FROM THE EXECUTIVE OFFICER**

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Executive Officer McMahon reported the CSPCA (California School Personnel Commissioners Association) conference went really well. The attendance was good and CSPCA expects to meet its goal of breaking even in covering the cost of presenting the event.

Ms. McMahon also reported a meeting was held with facilities to discuss the proposed move of the Personnel Commission office. At this time facilities anticipates the move will occur in October which means staff will be increasing the volume of testing over the summer to compensate for time needed for the transition to the new offices.

Ms. McMahon asked staff to provide a brief update on their activities.

Marilyn Balmer, Personnel Analyst, reported she and staff are working on opening several recruitments, including Student Evaluation Technician which is scheduled to open in May. She also reported it was brought to her attention the early morning test time for custodial classifications may be difficult for custodians who work a night shift. As a result custodial examinations will now be scheduled late in the morning.

Dale Culton, Certification Services Manger, reported employees submitting retirement paperwork are receiving updated information on the new CalPERS guidelines in effect regarding retirees work eligibility. The major change states retirees must be separated from the District for at least 180 days before they are eligible to work as a retiree. He also provided an update on the status of Instructional Aide – Special substitutes. Noting 14 eligible candidates were recently processed to work as substitutes.

Mary Cates, Human Resources Supervisor, reported as of February 25<sup>th</sup>, 471 Summer School / ESY (Extended School Year) applications have been received by the Personnel Commission. The deadline to submit Summer School/ESY applications is March 15, 2013 at 4:30p.m. Commissioner Lewis made an inquiry as to how placements are determined for summer assignments. Mr. Culton responded, stating summer assignments are determined first by seniority in the classification and then by overall seniority.

Executive Officer McMahon asked that a correction be made to the agenda. Item 12.1 was listed in error and should be pulled.

## MINUTES

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The Commission approved the minutes of the February 14, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Chairperson Ulaszewski seconded the motion. The motion was carried and approved.

## BULLETINS

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Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. Vice-Chairperson Vaughan moved to ratify the bulletins. The motion was seconded by Commissioner Lewis and the bulletins were ratified.

## TITLE

Instructional Aide – Instrumental Music

## TYPE

Dual

## NUMBER

13-0068-0447

Plant Supervisor I

Promo

13-0067-5026

### ELIGIBILITY LISTS

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Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Commissioner Lewis and called for discussion. Commissioner Lewis asked what kind of examination is administered for the Instructional Aide- Special recruitment. Personnel Analyst Balmer informed the Commission the examination consists of a Structured Examination and an additional examination for individuals who do not meet No Child Left Behind. The eligibility lists were approved.

#### **Instructional Aide – Special**

**Dual**

**13-0042-0448**

List Valid: 2/27/13 – 2/27/14

Total applications received: 78

Total invited to exam: 54

No. Passed: 13

No. Failed: 7

No. Withdrew: 34

No. Screened Out: 24

### OTHER ITEMS

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Ms. Pharr reported on the success of the SASH (School Action for Safety and Health Program) training offered by CSEA. Due to the popularity of the training an additional day of training is being planned. She also informed the Commission, CSEA Long Beach Chapter 2 has been selected to participate in the ACE (Appreciate Classified Employees) program. The program allows for management, administrators or community members to shadow classified employees for a day. Ms. Pharr invited the Commissioners to participate in the event.

Commissioner Lewis announced the Port of Long Beach is accepting applications for their High School Summer Intern Program for further information go to: [www.polb.com/internships](http://www.polb.com/internships)

Chairperson Ulaszewski thanked Executive Officer McMahon for her involvement in the successful CSPCA conference.

### NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, March 14, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

### CLOSED SESSION

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The Personnel Commission adjourned to closed session at 8:52 a.m.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:19 a.m. No reportable action was taken during Closed Session:

ADJOURNMENT

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There being no further business, at 9:20 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb