

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of May 23, 2013

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

Chairperson Linda Vaughan 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

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

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Anne Follett, Human Resources Technician
Ericka Emery, Human Resources Technician
Esther Martinez, Human Resources Assistant
Jan Medford, Human Resources Technician
Maria Villalobos, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Susan Brister, Human Resources Technician
Tammie Hirth, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Juan Garcia, CSEA Chief Job Steward.

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

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

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, reported the Classified Employee Celebration held on Friday, May 17th was a success as it was

attended by over 500 employees. She thanked the team that worked to put on the event.

Ms. McMahon also reported she had the opportunity to participate in the CSEA sponsored ACE (Appreciating Classified Employees) event on May 20th which paired an administrator with a classified employee for the day. Ms. McMahon shadowed Maria Vera, Intermediate Office Assistant – Schools at Stephens in her day to day activities. Ms. McMahon stated she gained a new outlook on the skills needed to work at a school site. Staff was not only performing their routine clerical assignments but also assisting in other areas. This opportunity provided insight on how we can continue to update and revise examinations to meet the needs of the site.

Ms. McMahon informed the Commission the pre-hearing conference previously postponed has been scheduled for June 10, 2013.

Personnel Analyst, Marilyn Balmer, reported she worked closely with several principals in developing a new High School Office Supervisor examination. Ms. Balmer stated she was able to incorporate some of the feedback from Ms. McMahon's visit to Stephens into the examination. She also reported on current recruitment activities; approximately 500 applications were received for Custodian and the Executive Secretary recruitment will be opening in the next few weeks in anticipation of a retirement in August.

Susan Leaming, Personnel Analyst reported 108 employees attended CPR and First Aid training last week. The majority of employees attending were Instructional Aide – Specials. Ms. Leaming provided an update on the Student Services Job Family study, reporting she has submitted the revised job descriptions to administrators for their review. Once that phase is completed she will forward the descriptions to the employees, followed by CSEA for review and then they will go before the Commission for approval.

Dale Culton, Certification Services Manager, informed the Commission he served as a rater on mock interviews for AVID (Advancement Via Individual Determination) students at Wilson High School. The interviews are an opportunity for the students to receive feedback on their strengths and weaknesses in interviews and on their resumes.

Mary Cates, Human Resources Supervisor, updated the Commission on the status of Summer School assignments reporting a goal has been set for the first week of June to have summer school assignments distributed. She also reported notifications have been sent to employees who are not eligible to work summer school. Chairperson Vaughan asked for clarification on the letter to the applicants not eligible to work summer school due to unsatisfactory evaluation? Ms. Cates responded, the letter informs the individual they have not met the requirements of satisfactory employment,

therefore, they do not qualify to work summer school as indicated in the classified employee contract.

MINUTES

MINUTES

The Commission approved the minutes of the May 9, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

MEETING DATES OF THE PERSONNEL COMMISSION FOR 2013 – 2014

MEETING DATES OF THE PERSONNEL
COMMISSION FOR 2013 - 2014

It was moved by Vice-Chairperson Lewis to open the item for discussion and seconded by Commissioner Ulaszewski. Chairperson Vaughan asked if the dates from Option 1 and Option 2 can be mixed and matched. Commissioner Ulaszewski suggested Option 2 be approved and dates can be cancelled or changed as they approach if necessary. Commissioner Ulaszewski moved to approve Option 2. Vice-Chairperson Lewis seconded the motion. The motion was approved.

Dates for the 2013-2014 Personnel Commission meetings. All meetings are held on Thursdays at 8:15 a.m. at the Personnel Commission Office.

Option 2

2013

July 11
July 25

August 8
August 22

September 5
September 19

October 3
October 17
October 31

November 14
November 28 (Holiday)

December 12
December 26

2014

January 9
January 23

February 6
February 20

March 6
March 20

April 3
April 17

May 1
May 15
May 29

June 12
June 26

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Executive Officer McMahon presented the first reading of the revision to Chapter VI of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski moved the item for discussion. Vice-

Chairperson Lewis seconded the motion. Commissioner Ulaszewski asked for clarification on the order of lists on page 3. Executive Officer McMahon stated clarification will be added. Ms. McMahon noted a correction to 6.2.A paragraph 3 stating the wording should include "not" and should read, *An offer of limited term employment will not affect...*, and will be corrected for the second reading. Commissioner Lewis asked when a person waives their rights to a position as stated under 6.2.A, we ask why? Dale Culton, Certification Services Manager said we do not ask but the majority of the time the employees share the information. A second reading and action is scheduled for June 6, 2013.

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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. Executive Officer McMahon requested the Administrative Secretary list be pulled from the agenda. Commissioner Ulaszewski moved for approval of the lists not including the Administrative Secretary. The motion was seconded by Vice-Chairperson Lewis. The following eligibility lists were approved.

Instructional Aide – Special

Open/Continuous 13-0084-0448

List Valid: 05/16/13 -05/16/14

Total applications received: 106

Total invited to exam: 76

No. Passed: 23 No. Failed: 15 No. Withdrew: 38 No. Screened Out: 30

Intermediate Nutrition Services Worker Dual

13-0056-5058

List Valid: 05/14/13 -05/14/14

Total applications received: 270

Total invited to exam: 175

No. Passed: 103 No. Failed: 29 No. Withdrew: 43 No. Screened Out: 95

Intermediate Payroll Accounting

Technician

Dual

13-0069-0756

List Valid: 05/14/13 -05/14/14

Total applications received: 113

Total invited to exam: 70

No. Passed: 21 No. Failed: 20 No. Withdrew: 29 No. Screened Out: 43

Plumber

Dual

13-0080-0242

List Valid: 05/10/13 -05/10/14

Total applications received: 63

Total invited to exam: 42

No. Passed: 5 No. Failed: 23 No. Withdrew: 14 No. Screened Out: 21

EXTEND ELIGIBILITY LISTS

Student Evaluation Technician –

BI Spanish

Dual

12-0041-0483

Extended list expiration date: 05/04/14

Extend list period: 1 year

Total candidates on list: 8

No. of Candidates Extended: 5 No. of waivers or removals: 2

OTHER ITEMS

OTHER ITEMS

Commissioner Ulaszewski reported on several LBUSD activities he has participated in over the last week. Beginning with Classified Employee Celebration event on Friday, giving kudos to everyone on the planning committee and stating it was a great event. Next, Commissioner Ulaszewski stated he, Chairperson Vaughan and recently retired Commissioner Mulkey, attended the Science Fair on Saturday, which had over 1,000 student projects which qualified to show at the event. He said the projects were very interesting and he enjoyed the event. Chairperson Vaughan reviewed the projects of elementary students and said they were great. The Commissioners stated they wish to participate again next year.

Commissioner Ulaszewski invited Valeeta Pharr, CSEA Chapter 2 President to speak about the ACE event on Monday. Ms. Pharr said there were 14 pairings of District Administrators and classified employees. This year was LBUSD's first time participating in the ACE event and it was a huge success. Superintendent Steinhauser shadowed an employee at Nutrition Services and had the opportunity to prepare many items. All who participated said they were very pleased with the opportunity.

On Tuesday, Commissioner Ulaszewski attended the Board of Education meeting where Jason Church was recognized as the 2013 Classified Employee of the Year. Finally, on Wednesday, Mr. Ulaszewski attended the Most Inspiring Students Award dinner which celebrates students who have beaten the odds.

Juan Garcia, CSEA Chief Job Steward, commented he also was a judge at the Science Fair and was teamed up with Chairperson Vaughan. He spoke about what a pleasure it was to work with Ms. Vaughan and he too looks forward to participating in the event next year.

PRESENTATION OF PERSONNEL
COMMISSION EMPLOYEE OF THE YEAR

PRESENTATION OF PERSONNEL
COMMISSION EMPLOYEE OF THE YEAR

Ms. McMahon explained Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service

Ms. McMahon announced: Jan Medford, Human Resources Technician, as the recipient of the 2013 Personnel Commission Classified Employee of the Year award. Ms. McMahon spoke at length about Ms. Medford's work and accomplishments on the sub desk, describing it as the "911" desk responding to emergencies and putting out fires to make sure each site is fully staffed each day. She stated Ms. Medford receives numerous accolades from sites and employees regarding her assistance.

Commissioners Vaughan, Lewis and Ulaszewski along with Ms. McMahon, presented the Personnel Commission Employee of the Year award to Ms. Medford.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 6, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:07 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb