

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of August 8, 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, Executive Officer  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Esther Martinez, Human Resources Assistant

**PRELIMINARY**

Guests: Adrienne Rambo, CSEA Chapter 2 President

**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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Gail McMahon, Executive Officer, reported she was invited to serve as a speaker at the CSEA conference in Las Vegas last week. She said it was good experience and it gave her the opportunity to hear CSEA's perception of Personnel Commissions. She also said it was enlightening to hear some of the challenges other districts are facing. She thanked CSEA for the opportunity.

Ms. McMahon requested each Commissioner indicate their preference for the delivery of their agendas. Chairperson Vaughan indicated her preference is U.S. mail, Vice-Chairperson Lewis indicated e-mail would be acceptable, unless it is a large agenda and Commissioner Ulaszewski indicated delivery of the agenda would be acceptable.

Executive Officer McMahon also informed the Commission according to the Rules and Regulations a Chair would need to be selected for the upcoming hearing scheduled on September 6 and September 9<sup>th</sup>. This item will be listed on the next agenda for action.

Dale Culton, Certification Services Manager, reported two lead custodians and a campus security officer who were laid off have been offered positions. He also reported planning has begun to invite, interview and process Instructional Aide-Specials to fill several vacancies prior to the start of school.

Mary Cates, Human Resources Supervisor, informed the Commission that although summer school is over Operations will continue to use the substitutes they requested until August 30<sup>th</sup>. She also reported many transfer assignments for Instructional Aide-Specials are being processed.

Chairperson Vaughan inquired if all Instructional Aide- Special aides transfer with their student as they progress in through grades. Ms. Cates indicated that generally the aide does move with their student.

Valeeta Pharr, CSEA Chapter 2 President, commented there has been an issue with Instructional Aide-Specials due to compensation for the time they ride on the bus with the student. Due to funding the aide is now being compensated only for the actual time they are on the bus which may put a hardship on them as they must travel to the site.

Executive Officer McMahon reported the Long Beach Unified School District has been granted a waiver to implement the School Quality Improvement System in place of No Child Left Behind accountability rules. The waiver gives LBUSD the flexibility to direct funds towards resources they feel are more effective interventions to help students achieve success.

Ms. McMahon updated the Commission on the status of the Administrative Secretary vacancy in the Personnel Commission office. Currently the Associate Personnel Analyst is providing administrative support along with working in the Recruitment and Testing unit. As the recruitment and testing activities continue to increase the idea of bringing in administrative support will need to be explored.

## MINUTES

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The Commission approved the minutes of the July 25, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan 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. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion. The motion was carried and the bulletins were ratified.

### TITLE

Grounds Supervisor – High School  
Pool Attendant  
Senior Health Assistant

### TYPE

Promotional  
Dual  
Dual

### NUMBER

14-0017-5032  
14-0016-0290  
14-0014-5174

## 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. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Vice-Chairperson Lewis. The following eligibility lists were approved.

### **Executive Secretary**

### **Promotional**

**13-0094-0678**

List Valid: 08/01/13 – 08/01/14

Total applications received: 19

No. Passed: 7

No. Failed: 6

Total invited to exam: 14

No. Withdrew: 1

No. Screened Out: 5

### **Job Developer**

### **Dual**

**13-0092-0463**

List Valid: 07/31/13 – 07/31/14

Total applications received: 149

No. Passed: 8

No. Failed: 8

Total invited to exam: 21

No. Withdrew: 5

No. Screened Out: 128

## EXTEND ELIGIBILITY LISTS

### **Groundskeeper (Amended)**

### **Dual**

**12-0077-0172**

Extended list expiration date: 06/12/14

Extend list period: 1 year

Total candidates on list: 55

No. of Candidates Extended: 33

No. of waivers or removals: 22

## OTHER ITEMS

Commissioner Lewis expressed that she appreciates the thoughts and support she has received from the Commission, CSEA and staff as she is caring for her ill mother. She also expressed her commitment and appreciation for her role as a Commissioner.

CSEA President Valeeta Pharr said the CSEA conference was very good and provided many training opportunities for members. She thanked Ms. McMahon for her participation in the ACE event in May and reported she will be presenting a plaque to Superintendent Steinhauser for his participation.

## NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, August 22, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

## ADJOURNMENT

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There being no further business, at 8:50 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.  
Executive Officer

GM/mb