

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of September 6, 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
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice-President, Unit B; Laura Hardie, Plant Supervisor - Headquarters; Ruben Lenford; Robert Banuelos.

**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 the District has received a grant from the Gates Foundation for teacher professional development. Additionally, the Gates Foundation will provide money to the district to hire staff to conduct research and analyze the results of the professional development and its impact. Staff is creating a job description and in order to meet the needs of the district the recruitment will be conducted immediately. Hiring of an individual will be contingent on the approval of the job description by the Personnel Commission and salary placement by the Board of Education.

Executive Officer McMahon requested item 12.1, The hearing of an appeal of a suspended classified employee, be pulled as the matter has been resolved.

Marilyn Balmer, Personnel Analyst, informed the Commission, Grounds Supervisor – High School has been extended due to the number of applications received. The recruitment is now Open/Promotional with promotional taking precedence.

Dale Culton, Certification Services Manager, reported 20 Instructional Aide-Special selections were made at the group hiring event held on August 22nd. Mr. Culton also reported he was able to offer a few employees on the re-employment list positions.

Mary Cates, Human Resources Supervisor, provided a brief update on the online application project. She also reported staff is working to assure all assignments are online to avoid problems when payroll runs.

MINUTES

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The Commission approved the minutes of the August 22, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Lewis to approve the minutes. Commissioner Ulaszewski seconded the motion. The motion was carried and approved.

REVISION OF RULES AND REGULATIONS

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One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." It was moved by Commissioner Ulaszewski to approve the revision of Chapter VIII. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.6 and 4.2.A.8. Appellant 13194876 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 8217687 was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.6 and 4.2.A.8. Appellant 106563 was not present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 10621815 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 16023596 was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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.

Health Assistant	Dual	14-0023-5170
Head Start Instructional Aide	Dual	14-0021-0657
Human Resources Assistant	Dual	14-0022-3350
Middle School Office Supervisor	Promotional	14-0018-3357

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

Administrative Secretary	Dual	14-0009-3339
List Valid: 08/23/13 – 08/23/14		
Total applications received: 241		Total invited to exam: 93
No. Passed: 11	No. Failed: 58	No. Withdrew: 24 No. Screened Out: 148

Food Production Equipment Technician	Dual	14-0010-0476
List Valid: 08/29/13 – 08/29/14		
Total applications received: 37		Total invited to exam: 18
No. Passed: 4	No. Failed: 8	No. Withdrew: 6 No. Screened Out: 19

Intermediate Accounting Assistant	Dual	14-0011-0755
List Valid: 08/26/13 – 08/26/14		
Total applications received: 159		Total invited to exam: 79
No. Passed: 27	No. Failed: 23	No. Withdrew: 29 No. Screened Out: 80

Senior Office Assistant**Promotional****14-0002-0677**

List Valid: 08/22/13 – 08/22/14

Total applications received: 25

No. Passed: 6

No. Failed: 14

Total invited to exam: 22

No. Withdrew: 2

No. Screened Out: 3

Senior Office Assistant-Schools**Promotional****14-0003-3363**

List Valid: 08/22/13 – 08/22/14

Total applications received: 24

No. Passed: 7

No. Failed: 10

Total invited to exam: 19

No. Withdrew: 2

No. Screened Out: 5

EXTEND ELIGIBILITY LISTS**Office Assistant – Bilingual Spanish
(Amended)****Dual****12-0070-5158**

Extended list expiration date: 5/7/14

Extend list period: 1 year

Total applicants on list: 30

No. of Current Eligibles: 12

No. of waivers or removals: 18

OTHER ITEMS

CSEA President Valeeta Pharr, shared CSEA has a concern regarding the names of disciplined classified employees being listed on the Board of Education agenda. While Commissioner Lewis understands the agendas are not within the purview of the Commission, she requested the Executive Officer explore options related to placement of names on agendas.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 19, 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 8:54 a.m. to consider the recommendations to remove appellant: 13194876, 8217687, 106563, 10621815 and 16023596 from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:38 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 13194876 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision and to encourage the candidate to reveal all facts on future applications.

The Commission acted to grant the appeal of candidate 8217687. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to remove candidate 106563 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after March 2015. They instructed the Executive Officer to notify the candidate of the decision and encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

The Commission acted to remove candidate 10621815 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to submit documentation within 6 months that the charges are incorrect for their review and reconsideration of the recommendation. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to remove candidate 16023596 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to submit documentation within 6 months that the charges are incorrect for their review and reconsideration. They instructed the Executive Officer to notify the candidate of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:40 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Signature on file

Gail McMahon, Ed.D.
Executive Officer

GM/mb