

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of May 9, 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  
Susan Leaming, Personnel Analyst  
Marilyn Balmer, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician  
Esther Martinez, Human Resources Assistant

**PRELIMINARY**

Guests: Trinity Newton, Intern.

**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, informed the Commission the pre-hearing conference scheduled for May 14<sup>th</sup> has been rescheduled at the request of the CSEA Labor representative due to unforeseen circumstances.

Ms. McMahon reported the District received the resignation of Carri Matsumoto, Executive Director, Facilities Planning and Development, as she has accepted employment at another district. Staff is working on recruiting and filling this vacancy along with the Administrative

Coordinator-Facilities Planning and Development and Facilities Project Manager.

Susan Leaming, Personnel Analyst, reported both sessions of CPR and First Aid certification scheduled for May 15<sup>th</sup> are full. The employees on the waitlist will be invited to attend a future session tentatively scheduled for October. Ms. Leaming also reported she is nearly done with the writing phase of the Student Services Job Family Study and hopes to distribute the revised class specifications to the study participants for review and feedback in the next week.

Marilyn Balmer, Personnel Analyst, reported the performance examination for Plumber went smoothly. Ms. Balmer mentioned Instructional Aide – Interpreter Deaf/Hard of Hearing will soon be opened continuously to increase the candidate pool because the recent recruitment yielded 1 candidate. Ms. Balmer also read a letter to the Commission from Intern Mary Rachi whose internship ended on May 8<sup>th</sup>. Ms. Rachi's letter stated she appreciated the opportunity to learn about several aspects of Human Resources.

Dale Culton, Certification Services Manager, reported he, Ms. McMahon and Ms. Leaming met with 4 employees in the Audits Branch last week in anticipation of the Board of Education approving the abolishment of 4 positions on May 7<sup>th</sup>.

Mary Cates, Human Resources Supervisor, reported "Letters of Reassurance" have been sent to employees on less than a 12 month calendar, LTE's (Limited Term Employees), substitutes and those in exempt status. She also reported she expects to have Special Education and Nutrition Services summer school selections by May 17<sup>th</sup>.

## MINUTES

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The Commission approved the minutes of the April 25, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Member Lewis 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

Nutrition Services Worker  
School Safety Communications

### TYPE

Dual

### NUMBER

13-0087-5068

Operator  
ELIGIBILITY LISTS

Dual 13-0082-5013

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 Vaughan moved for approval. The motion was seconded by Commissioner Lewis. The eligibility lists were approved.

**Instructional Aide – Deaf/Hard of Hearing**

**Dual 13-0072-3271**

List Valid: 04/29/13 -04/29/14

Total applications received: 47

No. Passed: 11

No. Failed: 4

Total invited to exam: 29

No. Withdrew: 14 No. Screened Out: 18

**Instructional Aide Interpreter – Deaf/Hard of Hearing**

**Dual 13-0071-3272**

List Valid: 04/26/13 -04/26/14

Total applications received: 5

No. Passed: 1

No. Failed: 0

Total invited to exam: 3

No. Withdrew: 2 No. Screened Out: 2

**Instructional Aide – Special**

**Open/Continuous 13-0074-0448**

List Valid: 05/06/13 -05/06/14

Total applications received: 109

No. Passed: 22

No. Failed: 14

Total invited to exam: 71

No. Withdrew: 35 No. Screened Out: 38

**Instructional Assistant  
Intensive Behavioral Treatment**

**Open/Continuous 13-0064-5035**

List Valid: 04/30/13 -04/30/14

Total applications received: 118

No. Passed: 15

No. Failed: 19

Total invited to exam: 49

No. Withdrew: 15 No. Screened Out: 69

**ADOPTION OF RESOLUTION  
CLASSIFIED EMPLOYEE WEEK**

ADOPTION OF RESOLUTION  
CLASSIFIED EMPLOYEE WEEK

It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Lewis. The Personnel Commission acted to unanimously adopt the Resolution honoring Classified Employees during Classified Employee Week.

**RESOLUTION  
CLASSIFIED SCHOOL EMPLOYEE WEEK**

WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and

WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and

- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 19-25, 2013 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Terence Ulaszewski  
Terence Ulaszewski  
Chairperson

Linda Vaughan  
Linda Vaughan  
Vice-Chairperson

Stacey Lewis  
Stacey Lewis  
Member

ANNUAL ELECTION OF  
PERSONNEL COMMISSION OFFICERS

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Personnel Commission Rule 2.1.A states that “the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May.” In accordance with this rule, the Commission elected Linda Vaughan to serve as Chairperson and Stacey Lewis as Vice-Chairperson.

OTHER ITEMS

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Commissioner Lewis asked how the postponement of the pre-hearing conference may affect the date of the hearing. Executive Officer McMahon stated she anticipates the hearing will take place by the end of June.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, May 23, 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 8:35 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

*Gail McMahon (Signature on file)*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb