

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of October 13, 2011

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

Chairperson Vera Mulkey 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

Vera Mulkey, Chairperson
Linda Vaughan, 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 Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice-President – Unit B; Adrienne Rambo, CSEA Vice President – Unit A; Juan Garcia, CSEA Chief Job Steward.

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

None

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, reported to the Commission that in a meeting with CSEA leadership the issue of training for classified employees was a subject of discussion. Ms. McMahon stated that CSEA had many ideas and suggestions on how to make training available to all employees

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using technology such as webinar and online training. Ms. McMahon will be exploring these ideas and others with staff and the District. Valeeta Pharr, CSEA President, added that CSEA misses the training courses previously offered by Classified Staff Development and hopes that some day soon the budget will allow for training to return to the same level as before.

Ms. McMahon updated the Commission on the nomination of Mr. Chuck Acosta, retired Commissioner, for the Schuyler C. Joyner Award stating the forms were completed and will be submitted to the California School Personnel Commissioners Association. In addition, Chairperson Vera Mulkey commented that Mr. Acosta had a long history working with merit systems and that the Commission believes Mr. Acosta is duly qualified to receive the award.

Ms. McMahon asked the Personnel Commission unit managers and supervisor to give an update of their respective unit activities.

Marilyn Balmer, Personnel Analyst, updated the Commission on nine recruitments opening in the coming weeks. She also reported on Neogov issues which caused the extension of the closing date of a recruitment to assure that all applicants interested in applying were given the opportunity despite the technology issues.

Susan Leaming, Personnel Analyst, reported she and Ms. McMahon are nearly done preparing the Commission's Annual Report and anticipates that it will be ready for Commission review and approval in two weeks with a back up date of November 10th. She also wanted to give a special thank you to the Office of Multimedia Services especially Ray Sharpe, Steve Maleski and Robert Floto for their assistance.

Dale Culton, Certification Services Manager, reported that he, Ms. McMahon and Mary Cates, Human Resources Supervisor, attended a CalPERS / STRS retirement workshop. The workshop focused on penalties which may be assessed due to inaccurate reporting. Mr. Culton also reported that he and Ms. Cates attended the Elementary, Middle and K-8 secretaries meeting where they were part of a question and answer session.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the September 29, 2011 Personnel Commission meeting. It was moved by Vice Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the minutes. 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. Commissioner Ulaszewski moved to ratify the bulletin. The motion was seconded by Vice-Chairperson Vaughan and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Mail / Switchboard Services Supervisor	Dual	12-0020-5143

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. The motion was seconded by Vice-Chairperson Vaughan and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Aide – Special	Open/Cont	12-0015-0448	10/10/12
Instructional Aide – Special, Substitute	Open/Cont	12-SUBS-0448	10/10/13
Instructional Assistant-Intensive Behavioral Treatment	Dual	12-0014-5035	04/03/12
Instructional Assistant-Intensive Behavioral Treatment	Dual	12-0016-5035	04/06/12
Plant Utilities Operator	Dual	12-0010-3308	10/07/12

OTHER ITEMS

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Dan Ewaskey, CSEA Vice-President – Unit B asked if the Plasterer position will be a year round assignment. He was informed him that the vacancy assignment was for a 217 day position. Mr. Ewaskey stated that he would like to go on record that all maintenance positions should be year round positions.

Commissioner Ulaszewski mentioned that he attended the Long Beach Chamber of Commerce business luncheon where Superintendent Steinhauser was the featured speaker. Mr. Ulaszewski reported that part of the Superintendent's speech was regarding the newly opened Beach High and the efforts by the District to help students who have fallen behind in

credits. Beach High focuses strictly on academics to get students back on track.

Ms. Pharr informed the Commission that she spoke with Jim Novak, Chief Business and Financial Officer, and he informed her that all Classified employees will be issued a Groupwise email account to give them access to the latest District information.

Juan Garcia, CSEA Chief Job Steward, informed the Commission that he mentioned to the Superintendent the dated equipment in the Commission testing room.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, October 27, 2011 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 to conduct the performance evaluations of the previous acting Personnel Commission Administrators.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:35 a.m. No reportable action was taken.

ADJOURNMENT

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There being no further business, Chairperson Mulkey adjourned the meeting at 9:36 a.m.

Respectfully submitted,

Gail McMahan, Ed.D.
Executive Officer

GM/mb