

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of September 29, 2011

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

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

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Dan Ewaskey, CSEA Vice-President – Unit B; Adrienne Rambo, CSEA Vice President – Unit A; Charles Kaloki Mutua, appellant

**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 that she attended the management team meeting held by Les Leahy, Business Services Administrator. At the meeting she was given valuable feedback on Personnel Commission processes and procedures. Ms. McMahon informed the Commission she was given a tour of the Nutrition Center by Cecelia

Slater, Nutrition Services Director. She enjoyed touring the facility and found the scope of their operations extremely impressive.

Ms. McMahon gave a brief update on the budget, stating that State tax revenues are below forecasted projections. At this time it is uncertain if mid-year cuts will be necessary.

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

Susan Leaming, Personnel Analyst, reported she is working on preparation of the annual report in conjunction with Ms. McMahon and completed the department action plan which was requested for each department by the Superintendent. Ms. Leaming also informed the Commission that photographs from the Classified Staff Ice Cream Social will be posted on the Personnel Commission website in the near future.

Marilyn Balmer, Personnel Analyst, informed the Commission that she and Maria Braunstein, Associate Personnel Analyst, met with Nutrition Services management to review and streamline the Nutrition Services Worker recruitment and selection process.

Dale Culton, Certification Services Manager, reported that he and Ms. Balmer met with CSEA to review recent bumping and layoffs due to action by the Board of Education. He also reported that he and staff are working on developing an online Vacancy Assignment (VA) for classified walk-on coaches.

Commissioner, Linda Vaughan, asked if coaches are separated by certificated staff coaches and walk-on coaches. Mr. Culton confirmed that Personnel Commission only handles the walk-on coaches who are classified and not certificated employees.

Maria Braunstein, Associate Personnel Analyst, informed the Commission that we will be offering CPR training for Instructional Aide-Specials and Cal-PERS retirement seminars for all employees in the near future.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the September 15, 2011 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. 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.7. The appellant, Brittnay Maria Jackson, was not present. The Commission acted to remove Brittnay Maria Jackson from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.5 and 4.2.A.7. The appellant, Charles Kaloki Mutua, 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. 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>
Administrative Secretary	Promo	12-0019-3339
Transportation Scheduler	Dual	12-0021-5040

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. Vice-Chairperson Linda Vaughan moved for approval. The motion was seconded by Commissioner Ulaszewski and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Aide – Special	Open/Cont	12-0008-0448	9/19/12
Instructional Aide – Special, Substitute	Open/Cont	12-SUBS-0448	9/19/13
Production Center Manager	Dual	12-0011-5069	9/21/13
Supervisor – Autism Services	Open/Cont	12-0009-5046	9/26/12

OTHER ITEMS

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Commissioner Ulaszewski commented that he attended the groundbreaking ceremony for the McBride Academy and felt that due to the contributions made by Ernest McBride and the McBride family to Long Beach, the naming of the school is very well deserved. Mr. Ulaszewski also commented that he toured the Jesse Nelson Middle School and believes it will be a phenomenal school with all the latest technology.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, October 13, 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 8:34 a.m to hear the appeal of Mr. Charles Kaloki Mutua.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:20 a.m. The following reportable action was taken.

The Commission acted to sustain staff's recommendation to remove Charles Kaloki Mutua from current eligibility lists but determined that this would not be a permanent bar from future employment with the District. They instructed the Executive Officer to notify him of this decision.

ADJOURNMENT

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There being no further business, Chairperson Mulkey adjourned the meeting at 9:21 a.m.

Respectfully submitted,

Signature on File

Gail McMahan, Ed.D.
Executive Officer

GM/mb