

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of August 18, 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 8:16 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
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Maria Villalobos, Human Resources Technician
Susan Brister, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA President; Elliot Moore, CSEA Site Rep Coordinator; Earlene Ligon, Substitute

**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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Executive Officer, Gail McMahon, reported that already questions are being raised regarding the State Budget and the anticipated tax revenues. She stated budgets were developed based on the anticipation that revenues would be greater than they were last year, and

as a result, educational cuts were not made. However, there was caveat in the budget that if they did not receive the anticipated tax revenue, there could possibly be education cuts mid-year. According to recent reports by School Services it looks as though July's tax revenues have not met the expectations. In the event tax revenues are not achieved as anticipated, it will almost be certain there will be education cuts.

Ms. McMahon reported she attended a portion of the Board Workshop this week and she was very impressed with the presentation given related to the North Long Beach Initiative. Reverend Leon Wood has been working with the District to implement a program for young African American males to provide support in their education and in the area of Mathematics. Through the program, 24 Jordan High School African American male students were invited to stay on campus and attend classes at Claremont College. The program is designed to give students the support needed throughout their high school career. With the success of the program, there are hopes that it will be expanded to include female and other students who also need support and assistance. Ms. McMahon stated this is a really good program, doing good things; she is excited that Long Beach is dedicated to working with our youth and with the community.

Ms. McMahon asked for all managers present to give a brief update of their perspective unit activities.

Marilyn Balmer, Personnel Analyst, reported she is in the process of crunching the numbers for the annual report that is a mixture of data in both NeoGov and in Sigma. Two months of information is in Sigma and the rest is in NeoGov. The preliminary results indicate the number of applications received has almost doubled, and the number of exams given has increased also. Clearly it was a very busy year last year. The Scantron issues with NeoGov have now been resolved and we are now able to run scoring through Scantron and upload to NeoGov.

Terry Ulaszewski, Commissioner, asked if this process took the written applications and loaded them into NeoGov and how was the non-NeoGov applications loaded into NeoGov. Ms. Balmer responded that this process is used for the testing and the answer sheets key that are uploaded to NeoGov; Non-NeoGov applications must be input manually. However, we are currently building a relationship with Santa Monica and they have shared helpful information regarding scanning the non-NeoGov applications, such as supplemental applications, into the system. Maria Braunstein, Associate Personnel Analyst, added that this is very helpful to find out about the scanning process as the volume of online applications now being submitted has increased tremendously.

Dale Culton, Certification Services Manager, reported getting ready for the opening of school. There is lots of movement among the

Instructional Aides - Special to be reassigned, especially with the closure of Buffum and Burroughs, along with movements at other sites. Ms. McMahon and Mr. Culton will meet with Special Education on Monday, August 22, 2011 to address the issue of vacancies at the start of the school year, as well as student movement that will affect where the Instructional Aide vacancies will be. In an effort to fill the vacancies, both emails and letters have been sent out to individuals who are on the current eligibility list. So far, there have been 73 people who have said they are interested in the positions. There are currently 24 vacancies for this classification. Based on the response received, looks like there will be enough people to cover vacancies. Lots of the people that will be interviewed for the Instructional Aide - Special positions are already substitutes and we have all their paperwork including their fingerprint clearance which will speed up the process and hopefully there will be enough Instructional Aide - Specials in place to start the school year.

Valeeta Pharr, CSEA President, stated that upon her return to work on August 15, she talked with Barbara Powell, High School Administrator, concerning some changes with students. The question is how placements are made when their student leaves the school. Ms. Pharr recommended there be a review as to how these placements are to take place. Because the student was gone from the site, the employee was told she would be changing schools. Ms. Pharr referred to the contract on Involuntary Transfers and requested that Administrators be advised to follow the contract for Involuntary Transfers, as it is important we work together to assure employees are properly informed and situations do not become overwhelming. Ms. Pharr further stated that Elliot Moore received many calls from Instructional Aide - Specials regarding being reassigned, and he also is requesting this information be shared with the administrators. Elliot Moore, CSEA Site Rep Coordinator, stated that Instructional Aide - Specials reassigned to placements in ED, MS, RSP classrooms have concerns that they have no training or experience in these type classrooms. Ms. Pharr said CSEA is willing to be proactive and address these concerns.

Mary Cates, Human Resources Supervisor, reported she is currently processing returning walk-on coaches. There were 239 that printed and a query indicated there are 49 others that did not print. Sites and Administrators were emailed regarding this issue. Fingerprinting is now being scheduled for all walk-on coaches that were missed. Dale Culton and Mary Cates met with Lisa Ulmer, Warren Booth, Janice Knight and Ann Culton regarding the High School walk-on coaches to make sure all coaches funded by non-District funds are fingerprinted. Valeeta Pharr stated she works with the VIPS desk and found lots of volunteer coaches have not been fingerprinted. Ms. Cates reported that mentors are also fingerprinted. There are 125 BLAST mentors that will be fingerprinted beginning August 20th. Valeeta Pharr asked if walk-on coaches are fingerprinted every year. Ms. Cates responded that walk-on coaches are

not fingerprinted every year. Ms. Cates added that as a result of the Assembly Bill, anyone who is working directly with students must be fingerprinted. Ms. Pharr stated she handles the CSULB SERVE program and they too need to be fingerprinted.

Maria Braunstein, Associate Personnel Analyst, reported that she is busy completing recruitments before school starts. Testing has been completed for 56 Intermediate Office Assistants – Bilingual Spanish and the Plant Supervisor I recruitment is scheduled to open in a few days.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the August 4, 2011 Personnel Commission meeting. It was moved by Vice-Chairperson Linda Vaughan to approve the minutes. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

None

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove an applicant from the eligibility list per Personnel Commission Rule 4.2.A.7. The appellant, Cathy R. Jones, was not present. 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 bulletins. Vice-Chairperson Vaughan carried the motion and it was approved.

TITLE

Production Center Manager

TYPE

Dual

NUMBER

12-0011-5069

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>
Intermediate Office Assistant- Schools, Avalon	Dual	11-0114-3354	7/26/12

<u>Extend Eligibility Lists</u> Locker Room Attendant	Open	11-0002-0208	2/12/12
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OTHER ITEMS

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None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, September 1, 2011 at 8:00 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 8:45 a.m. to discuss the removal of appellant, Cathy R. Jones, from eligibility lists and to discuss the Performance Evaluation of the Executive Officer.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 10:05 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Cathy R. Jones from current eligibility lists and instructed the Executive Officer to notify her of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 10:06 a.m.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/el