

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of July 21, 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. Chairperson Mulkey began the meeting by informing all those present of two very sad occurrences in the District, the passing of former Commissioner, Chuck Acosta and Assistant Director of Operations, Robert Smock. She stated the Acosta and Smock families will be in our thoughts and prayers. Chairperson Mulkey announced today's meeting will be adjourned in their memory.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson
Linda Vaughan, Vice-Chairperson

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D, Executive Officer
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Maria Villalobos, Human Resources Technician
Shelley Scott, Human Resources Technician
Ericka Emery, Human Resources Technician
Susan Brister, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; John Smith, CSEA Chapter 2, 1st Vice President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B, Ann Culton, Administrative Coordinator, Human Resource Services

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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Chairperson Vera Mulkey opened the Executive Officer's report by welcoming Gail McMahon to the position of Executive Officer, Personnel Commission and Classified Employment. Chairperson Mulkey stated that is a great day for the Commission as our new Executive Officer brings with her many years of experience and a wealth of knowledge having worked as a Personnel Commission Administrator and Chief of Personnel Commission in merit system districts and having previously worked with LBUSD as a Labor Relations Representative for CSEA. Chairperson Mulkey said she is looking forward to a favorable and long term working relationship.

Ms. McMahon told the Commission she feels fortunate to be working for Long Beach Unified, a District that is doing great things. She said it feels like coming home, seeing many familiar faces and she is happy to be back in Long Beach.

Ms. McMahon reported she is meeting with District administrative leadership to talk about the Commission, their expectations of the department and to receive feedback on how to better serve their departments.

Ms. McMahon informed the Commission that she has already met with Ruth Ashley, Assistant Superintendent, Human Resources Services, Debra Ecung, Director of Employee Relations and CSEA leadership who have brought her up to speed on many items of interest. Ms. McMahon then asked the staff present to give a brief update on the activities of their respective units.

Susan Leaming, Personnel Analyst informed the Commission that she has completed the end of year statistics and the CSEA salary survey. Ms. Leaming also reported that she and Debra Ecung, Director of Employee Relations, will be meeting with the Head Start team to discuss classification matters.

Dale Culton, Certification Services Manager, reported that all automatic rollover of assignments have been completed; however, Personnel Commission staff has been busy adding and updating assignments that may have not been included in the rollover. Mr. Culton reported that a Senior Office Assistant previously reduced from 12 months to 10 months returned to her previous calendar of 12 months. In addition, Mr. Culton

informed the Commission that he and Silaue Taelifi, Human Resources Technician will meet with Special Education to discuss Instructional Aide-Special staffing and how to reduce the number of substitutes needed for the opening of school.

Mary Cates, Human Resources Supervisor, informed the Commission that summer school will end on July 22nd for Elementary and Middle Schools and July 29th for High Schools. Ms. Cates mentioned that at the next P.C. meeting she will provide a detailed update on summer school assignments. Ms. Cates also explained that summer school substitute assignments are not processed through AESOP, the online substitute system as assignments must be done manually to assure that 10 month permanent employees are receiving the summer work that is available.

Maria Lynn Braunstein, Associate Personnel Analyst, reported the recruitment and testing unit remains very busy as sites are eager to get vacancies filled before school begins in the fall. She reported that testing for Custodian, Instructional Aide Special, Intermediate Office Assistant – Schools and Nutrition Services Worker were completed in Avalon last week. Ms. Braunstein informed the Commission that displacement services continues assisting employees who have been affected by reduction or layoff. She thanked CSEA for informing their members that the services are available.

CSEA Chapter 2 Vice President – Unit A, Adrienne Rambo, announced the passing of CSEA Chapter 2 President Valeeta Pharr’s sister, Christine Moore.

Chairperson Mulkey expressed her condolences on behalf of the Commission.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the July 7, 2011 Personnel Commission meeting. It was moved by Vice-Chairperson Linda Vaughan to approve the minutes. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

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None

BULLETINS

BULLETINS

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Intermediate Office Assistant- BL Spanish	Dual	12-0006-5050
Intermediate Office Assistant-Schools BL Spanish	Dual	12-0005-5052
Pool Attendant	Dual	11-0112-0245

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 Vaughan moved for approval. The motion was seconded by Chairperson Vera Mulkey. Executive Officer, Gail McMahon requested the Lead Custodian eligibility list be pulled as an additional candidate from Avalon must be added to the list. The list will be submitted for ratification at the the next Commission meeting.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Accounting Technician	Dual	11-0105-0750	7/20/2012
Instructional Aide-Special	Open/Cont	11-0102-0448	7/13/2012
Instructional Aide-Special Substitute	Open/Cont	11-SUBS-0448	7/13/2013
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	11-0107-5035	1/13/2012
Nutrition Services Accounting Manager	Dual	11-0110-5162	7/21/2012
<u>Extend Eligibility Lists</u>			
Elementary School Office Supervisor	Prom	11-0003-3345	2/17/2012

OTHER ITEMS

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Chairperson Vera Mulkey extended a special thanks to Marilyn Balmer and Susan Leaming for the fine work they each did as Acting Personnel Commission Administrator during the search for the Executive Officer, Personnel Commission. Chairperson Mulkey said that the commendations come not only from the Personnel Commission but also from the Superintendent.

Commissioner Linda Vaughan thanked staff for their hard work over the past few months and she welcomed Gail McMahon to the Personnel Commission and said that she looks forward to working with Ms. McMahon.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 4, 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 to discuss the Performance Evaluation of the Executive Officer at 8:43 with a moment of silence in memory of Chuck Acosta, Robert Smock and Christine Moore.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:02 a.m. No reportable action was taken during Closed Session.

ADJOURNMENT

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There being no further business, Chairperson Mulkey adjourned the meeting in memory of Chuck Acosta, Robert Smock and Christine Moore at 9:03 a.m.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer

GM/mb