

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

**Minutes of the Meeting of May 10, 2012
REVISED**

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:17 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 Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo, Staff Secretary
Susan Brister, Human Resources Technician
Anne Follett, Human Resources Technician
Tammie Hirth, Human Resources Technician
Jan Medford, Human Resources Technician
Shelley Scott, Human Resources Technician
Silauae Taelifi, Human Resources Technician
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B.

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 staff is working on scheduling two hearings. The first is a recent request for a hearing of a disciplinary matter and the second is firming up the date for a second day of hearing on a disciplinary matter. Ms. McMahon said she is hoping to conclude these matters prior to the end of the fiscal year.

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

Marilyn Balmer, Personnel Analyst, reported on recruitment activities and mentioned she is working on several examinations for the Research Department. She also added that Anne Follett, Human Resources Technician is working on Student Evaluation Technician staffing for summer assignments and Maria Braunstein, Associate Personnel Analyst is working on Nutrition Services recruitments. Ms. Balmer indicated the unit has several other recruitments scheduled to open soon.

Dale Culton, Certification Services Manager, reported the placements and reassignments of the employees affected by the Board of Education action on May 1, 2012 are nearing completion. He also reported 22 position abolishment's are scheduled for action on the May 15th Board of Education agenda.

Mary Cates, Human Resources Supervisor, reported the rollovers of assignments for fiscal year 2013 are scheduled to be online by the end of the week.

Susan Learning, Personnel Analyst, reported the CalPERS retirement planning workshop session scheduled for May 17th has a few seats available. She also reported CPR training scheduled for May 22nd is full with approximately 50 employees on the waitlist. Due to the high interest in CPR training she will work on scheduling additional sessions in the fall giving employees on the waitlist priority enrollment.

RECONSIDER ACTION GRANTING
DISCIPLINARY HEARING

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The Commission having no contact from the Appellant has attempted to fulfill their duty to schedule a hearing within a reasonable length of time. Executive Officer McMahon explained the appellant had been unresponsive to correspondence and attempts to schedule the hearing. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to rescind the approval of an appeal hearing for Jose Canales Jr. and instructed the Executive Officer to notify him of this decision.

MINUTES

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The Commission approved the minutes of the April 26, 2012 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.

MEETING DATES OF THE PERSONNEL
COMMISSION FOR 2012 – 2013

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It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the Personnel Commission dates for 2012-2013. The motion was carried and approved.

Dates for 2012-2013 Personnel Commission meetings. All meetings are held on Thursdays at 8:15 a.m. at the Personnel Commission Office.

2012

July 5
July 19

August 2
August 16
August 30

September 13
September 27

October 11
October 25

November 8
November 22

December 6
December 20

2013

January 3
January 17
January 31

February 14
February 28

March 14
March 28

April 11
April 25

May 9
May 23

June 6
June 20

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 noted a revised bulletin had been submitted for Campus Security Officer with clarification on the pay for substitutes. Commissioner Ulaszewski moved to ratify the revised bulletin. The motion was seconded by Vice-Chairperson Vaughan and approved.

TITLE

Nutrition Services Operations and
Training Specialist

TYPE

Promo

NUMBER

12-0088-5062

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 Commissioner Ulaszewski and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Aide – Special	Open/Cont	12-0065-0448	05/07/13
Instructional Aide – Special Bilingual Spanish	Dual	12-0061-0450	05/04/13
Instructional Aide – Special Substitute	Open/Cont	12-SUBS-0448	05/07/14
Nutrition Services Supervisor I	Dual	12-0062-5064	04/17/13
Office Assistant – Bilingual Spanish	Dual	12-0070-5158	05/07/13
Student Evaluation Technician – Bilingual Spanish	Dual	12-0041-0483	05/04/13

ADOPTION OF RESOLUTION REGARDING
CLASSIFIED EMPLOYEE WEEK

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CLASSIFIED EMPLOYEE WEEK

It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski. The Personnel Commission acted to unanimously adopt the Resolution honoring Classified Employees during Classified 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 21-25, 2012 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

<u>Vera Mulkey</u>	<u>Linda Vaughan</u>	<u>Terry Ulaszewski</u>
Vera Mulkey	Linda Vaughan	Terry Ulaszewski
Chairperson	Vice-Chairperson	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 Terence Ulaszewski to serve as Chairperson and Linda Vaughan as Vice-Chairperson.

PRESENTATION OF PERSONNEL
COMMISSION EMPLOYEE OF THE YEAR

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Ms. McMahon explained Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service and development of innovative and creative processes, program or projects. Each year the recipient of the award receives recognition by means of an individual award trophy and his/her name added to the permanent Personnel Commission Special Award Plaque displayed in the Commission Office.

Ms. McMahon stated that this year she solicited staff’s input in the selection of the award winner by asking for nominations. She announced Shelley Scott, Human Resources Technician, received the majority of staff’s votes and is the recipient of the 2012 Staff Recognition Award. Ms. McMahon spoke at length about Ms. Scott’s accomplishments and stated she receives numerous accolades from applicants regarding her assistance and she welcomes new challenges and responsibilities with a smile and a flexible attitude.

Commissioners Mulkey, Ulaszewski and Vaughan along with Ms. McMahon, presented the Personnel Commission Employee of the Year plaque to Ms. Scott.

Chairperson Ulaszewski thanked and congratulated Ms. Scott and the entire Commission Staff for their hard work. Commissioner’s Mulkey and Vaughan agreed with the comments.

Brad Angell, CSEA Vice President – Unit A, stated the Commission staff is a class act and thanked them for doing a great job.

OTHER ITEMS

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Commissioner Mulkey gave kudos to Lakewood High School for their presentation of Cinderella. She attended the school's 45th Annual Musical over the weekend and stated it was outstanding, from the student performers to the intricate sets and costumes it was a wonderful evening and a joy to attend.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, May 24, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 8:59 a.m.

Respectfully submitted,

Signature on file

Gail McMahon, Ed.D.
Executive Officer
GM/mb