

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of December 6, 2012

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

Chairperson Terence Ulaszewski 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 Ulaszewski asked Commissioner Mulkey to preside over the meeting.

COMMISSION MEMBERS PRESENT

Terence Ulaszewski, Chairperson
Linda Vaughan, Vice-Chairperson
Vera Mulkey, 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
Susan Brister, Human Resources Technician
Ericka Emery-Smith, Human Resources Technician
Anne Follett, Human Resources Technician
Jan Medford, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaute Taelifi, Human Resources Technician
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Debbie Ecung, Employee Relations Director; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Ramon Curiel; Lisa Gardner; Alison Maitlen; and Judy Marshall.

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

None

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REPORT FROM THE EXECUTIVE OFFICER

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Gail McMahon, Executive Officer, reported that she and Vice-Chairperson Vaughan attended the PCASC (Personnel Commissioners Association of Southern California) dinner meeting on December 5, 2012. She reported John Gray from School Services of California was cautiously optimistic on the condition of the economy, especially as it relates to education. Mr. Gray indicated that full growth and the return of programs should be seen in about a year and a half.

Ms. McMahon gave a brief report on items of interest from the Board of Education meeting including the topic of the relocation of the Personnel Commission office to the Monroe school site as the Board acted to close Monroe at the end of the school year. She informed the Commission that many parents attended the meeting as they were concerned that Monroe, their neighborhood school, was going to close.

Marilyn Balmer, Personnel Analyst, reported a request to test for Grounds Equipment Operator I has come up at Avalon. Therefore, she will open several additional recruitments for the school in order to assure all present and future needs are met. In January, she and a member of staff will be conducting the exams at Avalon.

Dale Culton, Certification Services Manager, reported he and Executive Officer McMahon met with the Monroe staff to discuss the closure of the school. Chairperson Ulaszewski asked how many classified employees will be affected by the closure of the school. Mr. Culton said 23 classified employees are assigned to Monroe and he anticipates there will be positions available for each one of those employees at other sites. Valeeta Pharr, CSEA Chapter 2 President, requested a copy of the names and classifications of employees at Monroe.

Commissioner Ulaszewski commented about the location of Monroe school and the challenges which may be felt by some Commission customers to get to the new location. He suggested staff review options such as kiosks at other locations throughout the District for customers in the future.

MINUTES

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The Commission approved the minutes of the November 8, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Chairperson Ulaszewski seconded the motion. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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RECOMMENDATIONS

None

REVISION OF RULES AND REGULATIONS

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Executive Officer McMahon presented the revisions to Chapter III of the Rules and Regulations of the Classified Service. Vice-Chairperson Vaughan asked how salary is adjusted when an employee is working out of class. Executive Officer McMahon stated the employee working out of class will have their duties reviewed and will be compensated based upon the duties they are assigned that are higher level than the employee's regular assignment. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the revisions. 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 Mulkey moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Vaughan and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Health Assistant	Dual	13-0041-5170
Kids Club Assistant	Dual	13-0037-0694
Kids Club Lead Assistant	Dual	13-0038-0515

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. Chairperson Ulaszewski moved for approval. The motion was seconded by Vice-Chairperson Vaughan. The eligibility lists were approved.

Senior Food Production Utility Worker Dual 13-0027-0478
List Valid: 12/04/12 - 12/04/13
Total applications received: 86 Total invited to exam: 17
No. Passed: 5 No. Failed: 7 No. Withdrew: 5 No. Screened Out: 69

**Instructional Assistant Intensive
Behavioral Treatment Open Cont. 13-0021-5035**
List Valid: 11/21/12 - 5/21/13
Total applications received: 61 Total invited to exam: 25
No. Passed: 5 No. Failed: 9 No. Withdrew: 11 No. Screened Out: 36

OTHER ITEMS

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Executive Officer McMahon invited the Commissioners, staff and guests to enjoy refreshments and a slide show showcasing farewell wishes from staff to retiring Commissioner Vera Mulkey.

Following the presentation Ms. Mulkey said this was a very emotional moment for her and she was thankful for the wonderful journey she has had as a Commissioner. She will always cherish the opportunity she had to serve the employees of Long Beach Unified over the past 15 years. She expressed her gratitude for having been able to serve with great Commissioners and appreciated working with Dr. McMahon and retired Executive Officer Ramon Curiel. Ms. Mulkey wished to thank the guests of Commission staff past, Lisa Gardner, Alison Maiten and Judy Marshall for attending her farewell meeting. She thanked Debbie Ecung, Employee Relations Director and CSEA and stated she appreciated that the focus has always been the same, to serve the District and the employees of LBUSD. Commissioner Mulkey stated she is looking forward to spending more time with her 7 grandchildren and 3 great grandchildren and hopes to complete journals chronicling her life to share with them. In closing she said thank you for the great experience and it has truly been an honor and a blessing.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, December 20, 2012, at 10:00 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

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There being no further business, at 9:00 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb