

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of March 29, 2012**

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

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  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Brad Angell, CSEA Vice President – Unit A; Chett Davidson, CSEA Unit B representative; Timothy Franklin Parent, 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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Ms. McMahon reported she has been attending Long Beach Unified functions to get a better understanding of the culture of the District. She recently attended the Long Beach College Promise event where Superintendent Steinhauer and the Presidents of Long Beach City College and California State University, Long Beach, talked about the successful collaboration of the institutions to provide local students with greater opportunities to complete their higher education. Ms. McMahon also mentioned that she is looking forward to attending the Most Inspiring Students Awards dinner this evening and has heard it is a very heartwarming event.

Ms. McMahon updated the Commission that planning for the Classified Employee Celebration is underway. The event is scheduled for May 18<sup>th</sup> and will be held at

the Teacher Resource Center. The response from District personnel and the community in sponsoring the event has been very strong and we are expecting a great event. Also, the Employee Recognition Committee met and reviewed the classified employee of the year nomination form. The form is now available and she is looking forward to working with the committee to complete the process.

Ms. McMahon, informed the Commission the quarterly Personnel Commissioners Association of Southern California (PCASC) meeting is scheduled for April 25<sup>th</sup>, George Cole, Executive Director of PCASC, will be the featured speaker. Mr. Cole will discuss the state and direction of the association. She also reported the California Schools Personnel Commissioners Association (CSPCA) annual state conference will be at the Disney Paradise Hotel in Anaheim February 21 – 24, 2013.

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

Dale Culton, Certification Services Manger, reported action was taken by the Board of Education on the abolishment of positions at Keller Elementary and a Student Evaluation Technician at the Child Development Center. He also informed the Commission that he will be attending the Middle School/K-8 school secretary meeting to review the new online Vacancy Assignment (VA) for coaching assignments.

Mary Cates, Human Resources Supervisor, informed the Commission that staff continues to work on summer school assignments. Executive Officer, McMahon mentioned that 939 summer school applications were received and approximately 360 of the applications were not properly completed. Ms. McMahon explained staff will be notifying the individuals on the status of their application and will provide an opportunity for them to complete the application. Valeeta Pharr, CSEA Chapter 2 President, said that the high number of incomplete applications may be a result of the multiple changes to the application in the last few years which could have confused applicants.

Commissioner Ulaszewski asked Ms. Pharr if the issues with summer school that came up last year had been resolved. Ms. Pharr responded they are working on those with Employee Relations and explained that part of the reason the summer school application was updated was to address some of those issues.

#### HEARINGS

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None

#### MINUTES

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The Commission approved the minutes of the March 15, 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.

CLASSIFICATION RESTRUCTURE

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One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendation for the consideration of the Commission. Commissioner Ulaszewski moved for approval. The motion was seconded by Vice-Chairperson Vaughan and was approved.

REVISE CLASSIFICATION SPECIFICATION

Nutrition Services Operations Coordinator

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.

None

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Head Start Instructional Aide	Dual	12-0038-0657	03/14/13
Head Start Instructional Aide Substitute	Dual	12-SUBS-0657	03/14/13
Instructional Aide Interpreter Deaf/Hard of Hearing	Dual	12-0060-3272	03/19/13
Mail Delivery Driver	Dual	12-0054-0219	03/20/13
Senior Payroll Accounting Technician	Dual	12-0055-0762	03/20/13
Senior Software Applications Engineer	Dual	12-0047-5073	03/20/13

OTHER ITEMS

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Ms. Pharr reported CSEA is conducting site visits to raise awareness of the upcoming challenges facing education and the need to come together for the November elections. She noted CSEA is supporting the re-election of Board Member Felton Williams. Ms. Pharr also commented how pleased she was to have been part of the selection process for the new Board of Education District 5 member. She added that it was exciting to see how many community members came forward to fill the vacancy which resulted in the selection of Diana Craighead

as the new Board member. Lastly, Ms. Pharr announced CSEA's theme for Classified School Employee's Week is "Legacy of Service".

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 12, 2012, 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 8:41 a.m. to consider the recommendation to remove a name from current eligibility list and to perform the public employee evaluation of the Executive Officer, Personnel Commission.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:35 a.m. The following reportable action was taken during Closed Session:

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Timothy Franklin Parent, was present. The Commission acted to grant Mr. Parent's appeal and directed the Executive Officer to notify him of their decision.

ADJOURNMENT

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There being no further business, Chairperson Mulkey adjourned the meeting at 9:37 a.m.

Respectfully submitted,

*Signature on File*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb