

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of December 20, 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 10:00 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

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
Adriana Araujo, Staff Secretary
Anne Follett, Human Resources Technician
Ericka Emery, Human Resources Technician
Shelley Scott, Human Resources Technician
Tammie Hirth, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Appellant 13168472; Appellant 13519171; Appellant 13109607; and Appellant 13194876.

**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 asked to have item 8.2 Revision to the Rules and Regulation Chapter IV, pulled from the agenda until after the winter break. This would assure the District and CSEA have the opportunity to provide their input and feedback on changes.

Ms. McMahon reported she was given a tour of the Monroe school site by Business Services Administrator, Les Leahy and is happy to report the site will be able to accommodate the Commission's current needs and will also allow for the testing of larger groups of applicants. According to facilities the move of the Commission offices will occur after school returns in September.

Ms. McMahon also reported on upcoming activities in the new year, including the swearing in of new Commissioner Stacey Lewis on January 3, 2013 and Merit 101 training for Operations on January 10, 2013.

Marilyn Balmer, Personnel Analyst, reported on current and upcoming recruitment activities. Staff recently completed 9 recruitments, opened 10 more with approximately 10 more recruitments pending.

Dale Culton, Certification Services Manager, reported 169 Instructional Aide-Specials have been hired since the beginning of the school year. This includes 74 probationary and 95 substitute Instructional Aide-Specials. He also reported effective January 1, 2013, the amount of notification time for layoff purposes increases from 45 days to 60 days.

Mary Cates, Human Resources Supervisor, reported the first summer school planning meeting has taken place. It is expected that summer school will be limited to Special Education and is generally called an Extended School Year by the department. At the meeting the application was reviewed and some changes were made to define items that were unclear.

MINUTES

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The Commission approved the minutes of the December 6, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Mulkey seconded the motion. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

None

REVISION OF RULES AND REGULATIONS

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This item was pulled and will be submitted on the January 17, 2013 agenda.

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

Supervisor – Autism Services

Open Continuous 13-0022-5046

List Valid: 11/28/12 to 11/28/13

Total applications received: 34

Total invited to exam: 12

No. Passed: 8 No. Failed: 0 No. Withdrew: 4 No. Screened Out: 22

Instructional Aide - Special

Open Continuous 13-0034-0448

List Valid: 12/03/12 to 12/03/13

Total applications received: 108

Total invited to exam: 91

No. Passed: 26 No. Failed: 17 No. Withdrew: 48 No. Screened Out: 17

OTHER ITEMS

OTHER ITEM

Chairperson Ulaszewski announced this is Commissioner Mulkey's final official meeting. Ms. Mulkey said it has been a wonderful journey with much learning and discovery, and she will miss the Commission. Mr. Ulaszewski said he will miss her and it is evident that Ms. Mulkey has done a good job as she has been reappointed several times with the support of the District and the union.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 3, 2013, 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 10:23 a.m. to consider the recommendations to remove Appellant 13010267, Appellant 13168472, Appellant 13519171, Appellant 13109607, Appellant 13106167, Appellant 13194876 and Appellant 13677673 from eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 13010267 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13168472 from current eligibility lists per Personnel Commission Rule 4.2.A.5 and 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 13519171 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13109607 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13106167 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13194876 from current eligibility lists per Personnel Commission Rule 4.2.A.5 and 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13677673 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 11:25 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 13010267 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2013. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13168472 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after the completion of their probation period. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13519171 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2013. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13109607 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2013. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13106167 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2013. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13194876 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after the completion of their probation period. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13677673 from current eligibility lists but determined that this would not be a permanent bar from the District but would allow the candidate to reapply for future employment. They instructed the Executive Officer to notify the candidate of this decision.

ADJOURNMENT

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There being no further business, at 11:28 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb