

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of October 17, 2013**

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

Chairperson Linda Vaughan 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**

Linda Vaughan, Chairperson  
Stacey Lewis, 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

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Cecelia Slater, Nutrition Services Director; Anjali Atkins, Transitional Partnership Program; Starr Black, Administrative Secretary, Nutrition Services; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Unit A -Vice-President; Cheryl Emmons, substitute Campus Security Officer and Juan Garcia, CSEA Chief Job Steward.

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

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Cheryl Emmons, a laid off Campus Security Officer who is currently working as a substitute requested the Commission review her status as a substitute and the placement process for Campus Security Officer's in long-term substitute assignments. Vice-Chairperson Lewis made a motion to have staff review substitute assignments and agendize the item for the next Commission meeting. Commissioner Ulaszewski seconded the motion. The motion was carried.

**REPORT FROM THE EXECUTIVE OFFICER**

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Gail McMahon, Executive Officer, announced the CSPCA (California Schools Personnel Commissioners Association) conference has been scheduled for February 6 – February 9, 2014 in San Jose California.

Marilyn Balmer, Personnel Analyst, provided an update on the seven (7) recruitments in progress. Additionally, Plant Supervisor II, Purchasing Agent and the Kids' Club series recruitments are in the planning phases.

Susan Leaming, Personnel Analyst, reported the CPR/First Aid training sessions scheduled for November 6, 2013 are full with approximately 30 employees on wait lists to attend. Dr. McMahon informed the Commission we have been expending Personnel Commission funds to provide CPR/First Aid training as there are no District funds available. Special Education has been providing funding to train their employees. Without funding from District resources, future training may not be possible.

Dale Culton, Certification Services Manager, reported 36 probationary and substitute assignments were approved at the last Board of Education meeting. Staff is continuing the processing of new employees to meet the needs of the sites.

Mary Cates, Human Resources Supervisor, reported 57 BLAST (Better Learning After School Today) mentors were fingerprinted.

#### MINUTES

MINUTES

The Commission approved the minutes of the October 3, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Lewis to approve the minutes. Commissioner Ulaszewski seconded the motion. The motion was carried and approved.

#### CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

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 submitted the attached classification recommendations for the consideration of the Commission.

Susan Leaming, Personnel Analyst, discussed the purpose of the creation of the Job Developer – Bilingual Spanish classification, explaining the District received grant monies to promote positive outcomes for children and their families who receive Supplemental Security Income (SSI). It is anticipated that some of the families will be non-English speaking therefore the need for the classification. It was moved by Commissioner Lewis and seconded by Vice-Chairperson Lewis to approve the classification recommendation. The motion was carried and approved.

Dr. McMahon explained that during the initial recruitment for Nutrition Services Operations Coordinator, it came to Staff's attention that the job description did not appear to be in alignment with the expectations of the position. Further, the requirements for the position appeared to be out of balance for the need. The minimum qualifications have been broadened, allowing for a wider field of applicants as Nutrition Services is looking for candidates with strong analytical skills who can learn the specific operations of Nutrition Services. It was moved by Commissioner Lewis and seconded by Vice-Chairperson Lewis to approve the classification recommendation. The motion was carried and approved.

The following classification recommendations were approved by the Commission.

CREATE A NEW CLASSIFICATION

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Job Developer – BL Spanish Salary Range 20 (C1)

REVISION OF CLASSIFICATION SPECIFICATION

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Nutrition Services Operations Coordinator

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." It was moved by Commissioner Ulaszewski to approve the revision of Chapter IX. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 11036383 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.6 and 4.2.A.8. Appellant 12199577 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 16768136 was not present. The Commission moved this item to Closed Session.

## REMOVAL FROM ELIGIBILITY LIST

## REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 2409317 was not present. The Commission moved this item to Closed Session.

## REMOVAL FROM ELIGIBILITY LIST

## REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 16509008 was not present. The Commission moved this item to Closed Session.

## 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. It was moved by Commissioner Ulaszewski to approve the bulletins. Vice-Chairperson Lewis seconded the motion. The motion was carried and the bulletins were ratified.

Instructional Assistant – Computer Resources	Dual	14-0033-0603
Instructional Assistant – Computer Resources		
Bilingual Spanish	Dual	14-0034-0452
Locker Room Attendant	Promotional	14-0032-0208

## 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 Lewis made a motion to discuss the bulletins. Commissioner Ulaszewski seconded the motion. Dr. McMahon explained the requirements for the Strategic Data Project Fellow warranted the number of applications received. Vice-Chairperson made an inquiry as to the large number of Health Assistant applications screened out. Marilyn Balmer, Personnel Analyst explained many of the applicants did not have the required CPR and First Aid certification. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Vice-Chairperson Lewis. The following eligibility lists were approved.

<b>Head Start Instructional Aide</b>	<b>Dual</b>	<b>14-0021-0657</b>
List Valid: 10/14/13 – 10/14/14		
Total applications received: 294		Total invited to exam: 184
No. Passed: 96	No. Failed: 64	No. Withdrew: 24
No. Screened Out: 110		

<b>Health Assistant</b>	<b>Dual</b>	<b>14-0023-5170</b>
List Valid: 10/08/13 – 10/08/14		
Total applications received: 176		Total invited to exam: 29
No. Passed: 16	No. Failed: 8	No. Withdrew: 5
No. Screened Out: 147		

**Instructional Aide – Special****Open/Continuous 14-0019-0448**

List Valid: 10/04/13 – 10/04/14

Total applications received: 108

No. Passed: 27 No. Failed: 9

No. Screened Out: 34

Total invited to exam: 74

No. Withdrew: 38

**Strategic Data Project Fellow****Dual****14-0025-5185**

List Valid: 10/07/13 – 10/07/14

Total applications received: 2

No. Passed: 2 No. Failed: 0

No. Screened Out: 0

Total invited to exam: 2

No. Withdrew: 0

**OTHER ITEMS**

Valeeta Pharr, CSEA Chapter 2 President reported she attended the McBride Senior High School ribbon cutting ceremony. She also provided a brief summary of the (LCAP) Local Control Accountability Plan meeting and other community events she attended. Ms. Pharr also invited Chairperson Vaughan to the CSEA chapter meeting as they will be voting to support Ms. Vaughan's reappointment.

Commissioner Ulaszewski reported he also attended the McBride ceremony and was *Principal for a Day* at Marshall Academy of the Arts. Mr. Ulaszewski said the school has a phenomenal program.

Vice-Chairperson Lewis reported she was *Principal for a Day* at Stephens Middle School. Ms. Lewis had the opportunity to visit a mainstream class with emotionally disturbed students. She was very impressed with the techniques staff used to work with the students. Ms. Lewis announced the City of Long Beach is seeking Firefighters. Interested applicants should go to [www.longbeach.gov](http://www.longbeach.gov).

**NEXT MEETING**

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 31, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

**CLOSED SESSION**

CLOSED SESSION

The Personnel Commission adjourned to closed session at 9:01 a.m. to consider the recommendations to remove appellant: 11036383, 12199577, 16768136, 2409317 and 16509008 from current eligibility lists.

**RETURN TO OPEN SESSION**

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:38 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 11036383 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to remove candidate 12199577 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to apply following completion of probation. They instructed the Executive Officer to notify the candidate of the decision and encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

The Commission acted to remove candidate 16768136 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after May 1, 2014. They instructed the Executive Officer to notify the candidate of the decision and encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

The Commission acted to remove candidate 2409317 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after May 1, 2014. They instructed the Executive Officer to notify the candidate of the decision and encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

The Commission acted to pull item 8.7 as candidate 16509008 was unable to attend today's meeting.

#### ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:30 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.  
Executive Officer

GM/mb