

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of August 22, 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, Executive Officer  
Marilyn Balmer, Personnel Analyst  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician

**PRELIMINARY**

Guests: Valeeta Pharr, CSEA Chapter 2 President; 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 the Commission is scheduled to have a disciplinary hearing on September 6<sup>th</sup> and the next regularly scheduled Commission meeting is scheduled for September 5<sup>th</sup>. She inquired if it would be the pleasure of the Personnel Commission to change the regular meeting date to September 6<sup>th</sup>, holding the regular meeting at 8:15 a.m. and conducting the hearing following the end of the open session agenda. The Commissioners agreed to cancel the meeting of September 5<sup>th</sup> and proceed with the meeting on September 6<sup>th</sup>.

Marilyn Balmer, Personnel Analyst, reported recruitment activities continue to be very heavy. She mentioned the Human Resources Assistant recruitment has received over 200 applications in the first 48 hours it was open. Ms. Balmer also updated the Commission on the Custodian recruitment stating the opening of Custodian will be scheduled after the move to Monroe.

Mary Cates, Human Resources Supervisor, reported hiring interviews were being conducted today to fill several Instructional Aide-Special vacancies. She also provided an update on the online processing paperwork project.

## MINUTES

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The Commission approved the minutes of the August 22, 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.

## REVISION OF RULES AND REGULATIONS

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Vice-chairperson Lewis made a motion to discuss the first reading of Chapter VIII of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski seconded the motion. The Commissioners asked for clarification on the changes for transfers. Commissioner Ulaszewski requested staff add language ensuring probationary employees who have worked at least 2 months shall receive a performance evaluation prior to their transfer. A second reading and action is scheduled for September 6, 2013.

## APPOINTMENT OF A CHAIR TO PRESIDE OVER HEARING

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PRESIDE OVER HEARING

Vice-chairperson Lewis made a motion to discuss the item. Commissioner Ulaszewski seconded the motion. Commissioner Ulaszewski nominated Chairperson Vaughan to preside over the hearing. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

## 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 moved for approval of the lists. The motion was seconded by Commissioner Ulaszewski. The following eligibility lists were approved.

### **Custodian (Amended)**

**Dual**

**13-0075-0139**

List Valid: 06/03/13 – 06/03/14

Total applications received: 491

Total invited to exam: 193

No. Passed: 102      No. Failed: 33      No. Withdrew: 58      No. Screened Out: 298

### **Instructional Aide Interpreter – Deaf/Hard of Hearing**

**Dual**

**14-0001-3272**

List Valid: 08/13/13 – 08/13/14

Total applications received: 17

Total invited to exam: 2

No. Passed: 2      No. Failed: 0      No. Withdrew: 0      No. Screened Out: 15

### **Instructional Assistant Intensive Behavioral Treatment**

**Open/Continuous**

**13-0095-5035**

List Valid: 08/12/13 – 08/12/14

Total applications received: 110

Total invited to exam: 45

No. Passed: 15      No. Failed: 16      No. Withdrew: 14      No. Screened Out: 65

### **Job Developer**

**Dual**

**13-0092-0463**

List Valid: 07/31/13 – 07/31/14

Total applications received: 149

Total invited to exam: 21

No. Passed: 9      No. Failed: 8      No. Withdrew: 4      No. Screened Out: 128

**Nutrition Services Worker**

**Dual**

**13-0087-5068**

List Valid: 08/01/13 – 08/01/14

Total applications received: 137

No. Passed: 53

No. Failed: 6

Total invited to exam: 108

No. Withdrew: 49      No. Screened Out: 29

**Nutrition Services Worker**

**Dual**

**13-0089-5068**

List Valid: 08/19/13 – 08/19/14

Total applications received: 174

No. Passed: 51

No. Failed: 22

Total invited to exam: 135

No. Withdrew: 62      No. Screened Out: 39

**Senior Accounting Assistant**

**Dual**

**14-0012-0760**

List Valid: 08/20/13 – 08/20/14

Total applications received: 49

No. Passed: 7

No. Failed: 9

Total invited to exam: 23

No. Withdrew: 7      No. Screened Out: 26

**OTHER ITEMS**

CSEA President Valeeta Pharr shared highlights of the Board Workshop she attended this week. .

Dan Ewaskey, CSEA Vice-President, Unit B, reported as a result of the reduction in bussing, the Board of Education approved changes to High School boundaries.

**NEXT MEETING**

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The next meeting of the Personnel Commission will be held on Friday, September 6, 2013, at 8:15 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 Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.

Executive Officer

GM/mb