

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of January 31, 2013**

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.

**COMMISSION MEMBERS PRESENT**

Terence Ulaszewski, Chairperson  
Linda Vaughan, Vice-Chairperson  
Stacey Lewis, Commissioner

**STAFF MEMBERS PRESENT**

Gail McMahon, Ed.D., Executive Officer  
Susan Leaming, Personnel Analyst  
Marilyn Balmer, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo, Staff Secretary  
Susan Brister, Human Resources Technician  
Maria Villalobos, Human Resources Technician

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Anthony P. DeMarco, Attorney; Martin Mejia, CSEA Labor Relations Representative; Steven Nichols; Mary Rachi, CSULB Intern.

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

None

**REPORT FROM THE EXECUTIVE OFFICER**

Executive Officer McMahon informed the Commissioners the CSPCA (California School Personnel Commissioners Association) conference scheduled for February 21 – 24, 2013 will have a dedicated track for Commissioners. She also mentioned Mr. DeMarco will be presenting a session on the respective roles of the Board of Education and Commissions during the layoff process.

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REPORT FROM THE EXECUTIVE OFFICER

Ms. McMahon asked staff to provide a brief update on their activities.

Susan Leaming, Personnel Analyst, reported the recent CalPERS retirement planning session was attended by 89 employees. She also provided an update on the Student Services Job Family Study reporting approximately 70% of the participants have returned the position description questionnaire.

Dale Culton, Certification Services Manager, reported efforts are being made to inform employees of changes to the CalPERS retirement benefits. He also reported 6 selections have been made for Health Assistant and staff is working on filling the 1 remaining vacancy.

Mary Cates, Human Resources Supervisor, reported staff will be fingerprinting BLAST (Better Learning After School Today) mentors February 4<sup>th</sup> – March 26<sup>th</sup>. She also reported the Extended School Year/Summer session is scheduled for July 8<sup>th</sup> – August 2<sup>nd</sup> at a limited number of sites. In addition a limited number of summer positions will be available for classified employees wishing to work as custodians, groundskeepers or mail delivery drivers.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing unit is now responsible for extending eligibility lists. In an effort to assure an extended list is “good”, staff will be contacting those on the list to determine if they are available and interested in remaining on the list. Once a determination is made that a list has viable candidates, staff will submit to Commission for extension. Ms. Balmer introduced Mary Rachi, CSULB Intern, who will be working with Commission staff on upcoming projects.

## MINUTES

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The Commission approved the minutes of the January 17, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Lewis seconded the motion. The motion was carried and approved.

## REVISION OF RULES AND REGULATIONS

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Executive Officer McMahon presented the first reading of the revision to Chapter IV of the Rules and Regulations of the Classified Service. Stating attendance and professional growth incentives have been included to address stakeholders’ desire to consider areas other than the examination to determine a candidate’s ability to do the job. Chairperson Ulaszewski agreed with Ms. McMahon the incentives should be reviewed in a year to determine if the additional points have addressed the needs of the stakeholders. Commissioner Vaughan asked if courses would be required to be related to the job. Ms. McMahon indicated courses that lead to professional growth will be accepted even if they do not relate to an employees current job. Commissioner Lewis noted the time frame to request a special administration of examination was a good change and should help eliminate delays in the creation of lists due to special administrations. A second reading and action is scheduled for February 14, 2013.

## 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. Vice-Chairperson Vaughan moved to ratify the bulletins. The motion was seconded by Commissioner Lewis and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Nutrition Services Supervisor I	Dual	13-0058-5064
Nutrition Services Supervisor II	Promo	13-0059-5065
Nutrition Services Supervisor III	Promo	13-0060-5066

## 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 Lewis. The eligibility lists were approved.

<b>Kids' Club Lead Assistant</b>	<b>Dual</b>	<b>13-0038-0515</b>
List Valid: 1/23/13 - 1/23/14		
Total applications received: 117	Total invited to exam: 47	
No. Passed: 11	No. Failed: 11	No. Withdrew: 25 No. Screened Out: 70

## NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, February 14, 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 8:51 a.m. to review and take action on the Hearing Officer's report to dismiss employee E00491233.

## REVIEW AND TAKE ACTION ON THE DISMISSAL OF A CLASSIFIED EMPLOYEE

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The Commission assigned Hearing Officer, Patricia Barrett, submitted a report of Facts and Findings following the appeal hearing of Employee E00491233 for Personnel Commission review and action. The appellant was present.

## RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:15 a.m. The following reportable action was taken during Closed Session:

The Commission unanimously acted to sustain the Hearing Officer's recommendation to uphold the District's decision to dismiss employee E00491233 and directed the Executive Officer to send copies of the decision to the District and the Employee in accordance with Personnel Commission Rule 11.6.E.

ADJOURNMENT

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There being no further business, at 9:17 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

*Signature on file*

Gail McMahon, Ed.D.  
Executive Officer  
GM/mb