

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of November 8, 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 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
Vera Mulkey, Member

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-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Anne Follett, Human Resources Technician

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Appellant 13071964; and Appellant 13024926.

**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, informed the Commissioners, the PCASC (Personnel Commissioners Association of Southern California) will hold a dinner meeting on December 5, 2012. On the agenda is a speaker from School Services who will discuss the impact of recent election results on school districts.

Ms. McMahon updated the Commission on the Personnel Commissioner recruitment, reporting interviews for the new Personnel Commissioner will be held on November 13th. Following the interviews a ranked list will be submitted to the

Board of Education for their action and recommendation for appointment to the State Superintendent of Public Instruction.

PRESENTATION OF ANNUAL REPORT

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Ms. McMahon explained that the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The purpose of the report is to inform the Board of Education of the activities of the Personnel Commission during the preceding fiscal year.

Ms. McMahon delivered a PowerPoint presentation of the Annual Report for the Commission's review and consideration. Following comments and discussion, the Commission accepted the Annual Report and directed the Executive Officer to present it to the Board of Education at the Board Workshop on November 19, 2012.

MINUTES

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The Commission approved the minutes of the October 25, 2012 Personnel Commission meeting. It was moved by Commissioner Mulkey to approve the minutes. Vice-Chairperson Vaughan seconded the motion. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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None

REVISION OF RULES AND REGULATIONS

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Executive Officer McMahon presented the first reading of the revision to Chapter III of the Rules and Regulations of the Classified Service. Valeeta Pharr, CSEA Chapter 2 President, asked if the change from three years to two years in Rule 3.3.D *Eligibility for Subsequent Reclassification* was due to practice or a result of change in law. Ms. McMahon stated it was updating the rule to adhere to the current California Education Code. The Commission directed the Executive Officer to forward the revisions to all stakeholders for review. A second reading and action will be taken at the December meeting.

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Elementary School Office Supervisor	Promo	13-0024-3345
Instructional Assistant – Mathematics	Dual	13-0036-5172
Middle School Office Supervisor	Promo	13-0025-3357

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. Chairperson Ulaszewski questioned the discrepancy in end dates of the Instructional Assistant – Intensive Behavioral Treatment lists and the number of candidates who failed the examination. Marilyn Balmer, Personnel Analyst indicated revisions have recently been made to the examination and this may be the cause for the increase in fails. Executive Officer McMahon requested a correction be made to the Instructional Assistant-Intensive Behavioral Treatment 13-0017-5035 list, the end date should read 5/06/13 as it is a six (6) month eligible list. The eligibility lists were approved with the revision to that end date.

Health Assistant	Dual	13-0019-5170
List Valid: 10/29/12 – 10/29/13		
Total applications received: 110	Total invited to exam: 31	
No. Passed: 19	No. Failed: 12	No. Withdrew: 0
		No. Screened Out: 79

HVAC Technician	Dual	13-0007-5103
List Valid: 10/30/12 – 10/30/13		
Total applications received: 50	Total invited to exam: 27	
No. Passed: 4	No. Failed: 18	No. Withdrew: 5
		No. Screened Out: 23

Instructional Assistant-Intensive Behavioral Treatment	Open/Continuous	13-0015-5035
List Valid: 10/24/12 – 4/24/13		
Total applications received: 133	Total invited to exam: 86	
No. Passed: 46	No. Failed: 8	No. Withdrew: 32
		No. Screened Out: 47

Instructional Assistant-Intensive Behavioral Treatment	Open/Continuous	13-0017-5035
List Valid: 11/06/12 – 5/06/13		
Total applications received: 123	Total invited to exam: 60	
No. Passed: 11	No. Failed: 25	No. Withdrew: 24
		No. Screened Out: 63

Nutrition Services Worker	Open/Continuous	13-0018-5068
List Valid: 10/26/12 – 10/26/13		
Total applications received: 127	Total invited to exam: 105	
No. Passed: 46	No. Failed: 7	No. Withdrew: 52
		No. Screened Out: 22

OTHER ITEMS

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Commissioner Ulaszewski cancelled the meeting of November 22, 2012 due to the Thanksgiving holiday but informed the Executive Officer if any urgent matters deem it necessary to hold a meeting, she may call for the meeting to be rescheduled to November 21, 2012.

Valeeta Pharr, CSEA Chapter 2 President, reported on a special Board of Education meeting she attended regarding Measure K and the North Long Beach Initiative. She said it was a very good meeting and many kudos were given to the District for bringing jobs to Long Beach.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, December 6, 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 8:45 a.m. to consider the recommendations to remove Appellant 13071964 and Appellant 13024926.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 13071964 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 13024926 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:01 a.m. The following reportable action was taken during Closed Session:

The Commission acted to grant the appeal of candidate 13071964 and instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to grant the appeal of candidate 13024926 and instructed the Executive Officer to notify the candidate of this decision.

ADJOURNMENT

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There being no further business, at 9:03 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

Signature on File

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