

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of February 16, 2012

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:17 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson
Linda Vaughan, 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
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Brad Angell, CSEA Vice President – Unit A; 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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None

REPORT FROM THE EXECUTIVE OFFICER

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Gail McMahon, Executive Officer, informed the Commissioners, that the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) and California School Personnel Commissioners Association (CSPCA) hosts webinars throughout the year covering topics relating to Commission activities. The webinars can be accessed through their websites if the Commissioners are interested in participating.

Ms. McMahon asked the Personnel Commission unit managers to give an update of their respective unit activities.

Marilyn Balmer, Personnel Analyst, reported she met with staff from the Program Assistance for Language Minority Students (PALMS) office to review new bilingual examinations. The PALMS staff member stated he was very pleased with the examinations and how the material is specific to job categories and believes the new examinations will produce better qualified candidates to perform the bilingual work required of various positions. Ms. Balmer thanked the PALMS office for their assistance in the project. The examination will also be reviewed by other subject matter experts before the exams will be administered.

Dale Culton, Certification Services Manager, reported he and Executive Officer McMahon, met with the classified staff at Keller Elementary School regarding the closure of the school. Mr. Culton informed the Commission that he anticipates all of the classified staff at Keller will be reassigned to positions at other sites.

Mary Cates, Human Resources Supervisor, reported fingerprinting for Better Learning After School Today (BLAST) and Child Care Workers continues. Brad Angell, CSEA Vice President – Unit A, asked what BLAST stood for and Ms. Cates explained it is a mentor program comprised of students from local colleges.

Ms. Cates informed the Commission sites will be receiving a report listing all their employees and the date their performance evaluations are due. She also reported the summer school application is online and copies of the materials have been distributed to sites. Ms. Cates thanked Valeeta Pharr, CSEA Chapter 2 President, for including summer school information in the Bear Facts newsletter and extended a special thank you to Susan Leaming, Personnel Analyst and Adriana Araujo-Honorio, Staff Secretary, for putting the information on the Commission website in a timely manner.

Ms. Leaming reported that additional instructions for completing the summer school application were also posted on the website. She also mentioned the upcoming CalPERS session registration form can be found on the Commission's website under Staff Development. Ms. Leaming informed the Commission she attended the Merit Academy over the weekend and was happy to report the presenter of the topic "Using Technology to Support the Merit System" highlighted the Long Beach Unified School District's Personnel Commission website as a good example for other districts to follow.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the February 2, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the minutes. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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Staff submitted recommendations to abolish a classification and create a new classification. Chairperson Mulkey asked if there was any comment. Valeeta Pharr, CSEA Chapter 2 President, wanted to state for the record her concern with the creation of the Student Data Systems Specialist classification as a single incumbent classification. Susan Learning, Personnel Analyst, stated the classification is not identified as a single incumbent class and the department can always create multiple positions in the class if they choose and funding is available.

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the classification items. The motion was carried and approved.

ABOLISH A CLASSIFICATION
Switchboard Operator Supervisor

CREATE A NEW CLASSIFICATION
Student Data Systems Specialist SR 29 C1

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Gail McMahon, Executive Officer, presented the first reading of the revision to Chapter 1. The Commission directed the Executive Officer to forward the revisions to all stakeholders for review. A second reading and action is scheduled for March 15, 2012. Brad Angell, CSEA Vice President, Unit A, highly recommends the process used so far with regard to review of the rules and regulations. He also thanked the Commission for having CSEA be a part of the revision process.

BULLETINS

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Marilyn Balmer, Personnel Analyst, explained the Library Media Assistant bulletin shows a correction as to the sites where the vacancies are available. Mr. Angell asked if there are still employees on the Library Media Assistant reemployment list. Dale Culton, Certification Services Manager, explained that most of the individuals on the reemployment list expired in October of 2011, and those remaining on the list are at a higher FTE than the current vacancies.

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 Ulaszewski moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Vaughan and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide – Special - Bilingual Spanish	Dual	12-0061-0450
Library Media Assistant	Dual	12-0069-0465

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 Ulaszewski and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Administrative Dietitian	Dual	12-0046-0537	02/07/13
Kids' Club Lead Assistant	Dual	12-0042-0515	02/08/13
Head Start Instructional Aide	Dual	12-0029-0657	02/02/13
Head Start Instructional Aide Substitute	Dual	12-SUBS-0657	02/02/13
Instructional Aide - Special	Open/Cont	12-0039-0448	02/16/13
Instructional Aide - Special Substitute	Open/Cont	12-SUBS-0448	02/16/14
Telecommunications Supervisor	Promo	12-0025-5121	01/31/13

OTHER ITEMS

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Chairperson Mulkey thanked Valeeta Pharr, CSEA Chapter 2 President, for the invitation to the CSEA officer installation breakfast. She stated that she and the Commissioners enjoyed the event. Commissioner Ulaszewski said he enjoyed the remarks given by Mr. Clark, CSEA President. Commissioner Ulaszewski noted CSEA officers take on a big challenge and thanked Ms. Pharr and the officers for the work they do.

Commissioner Vaughan thanked staff and the Commissioners for the flowers and condolences following her mothers' passing. She also thanked Chairperson Mulkey and Marilyn Balmer, Personnel Analyst, for their attendance at the funeral services. Chairperson Mulkey stated it was an honor to attend the services.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, March 1, 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 to discuss the performance evaluation of the Executive Officer at 8:50 a.m.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:43 a.m. No reportable action was taken during Closed Session.

ADJOURNMENT

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There being no further business, Chairperson Mulkey adjourned the meeting at 9:44 a.m.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer

GM/mb