



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

September 15, 2011
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
Vera Mulkey, Chairperson Present _____
Linda Vaughan, Vice-Chairperson Present _____
Terry Ulaszewski, Member Present _____
3. PRELIMINARY
 - 3.1 Pledge of Allegiance to the Flag
 - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE EXECUTIVE OFFICER
6. HEARINGS
None
7. MINUTES
 - 7.1 Approval of Minutes for September 1, 2011 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted Action
 - 8.2 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
School Support Secretary	Promo	12-0013-3361

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Assistant, Intensive Behavioral Treatment	Open/Cont	12-0001-5035	3/6/12
Instructional Aide – Special	Open/Cont	12-0002-0448	9/8/12

Instructional Aide – Special, Substitute	Open/Cont	12-SUBS-0448	9/8/13
Intermediate Office Assistant - Schools, Bilingual Spanish	Dual	12-0005-5052	9/2/12
Intermediate Office Assistant- Bilingual Spanish	Dual	12-0006-5050	9/2/12
Supervisor – Autism Services (Amended)	Open/Cont	11-0075-5046	7/26/12
Nutrition Services Worker	Continuous	11-5068-01	9/12/13
Supervisor – Autism Services	Open/Cont	11-0099-5046	9/8/12

Extend Eligibility Lists

Mail/Switchboard Services Assistant	Promo	11-0017-5144	4/13/12
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10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on September 29, 2011 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

12. CLOSED SESSION

12.1 Performance Evaluation of previous Acting Personnel Commission Administrator

13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for September 1, 2011

PAGE: 7.1.1 – 7.1.4

Date: September 15, 2011

Reason for
Consideration: Action

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:00 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
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Anne Follett, Human Resources Technician
Shelley Scott, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA President; Dan Ewaskey, CSEA Vice-President; Juan Garcia, CSEA Chief Job Steward; Earlene Ligon, Substitute and Anna Ulaszewski, Wife of Commissioner, Terry Ulaszewski

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 she met with Connie Jensen, Assistant Superintendent, Special Education, regarding Special Education staffing needs. This year the goal is to fill Instructional Aide – Special vacancies before school starts. Staff also met with the Special Education Directors and some directors volunteered to serve on selection panels for Instructional Aide – Special.

Ms. McMahon asked for all managers present to give a brief update of their respective unit activities.

Marilyn Balmer, Personnel Analyst, stated she is still working on the annual report and is experiencing a few challenges. Ms. Balmer will meet with Cecelia Slater regarding the Production Center Manager position. The School Support Secretary promotional position is now open. The Plant Supervisor I position will be closing soon.

Mary Cates, Human Resources Supervisor, reported that the Instructional Aide – Special interviews were held yesterday. Ms. Cates said there is a push to get everyone online for the first pay period that ends the same week that school starts. The substitute desk is very busy and a three-tier Substitute Policy is now in place.

Ms. Cates also met with Debbie Ecung, Director, Employee Relations Services, regarding the high schools' requests for additional coaches. DOJ and FBI fingerprinting is in progress for returning walk-on coaches.

Dale Culton, Certification Services Manager, gave kudos to Silaue Taelifi, Human Resources Technician, for her assistance with the interviews of Instructional Aide – Specials. Marilyn Balmer gave kudos to Anne Follett, Human Resources Technician, for her contribution toward the processing of applications for Instructional Aide – Special.

HEARINGS

HEARINGS

None

MINUTES

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The Commission approved the minutes of the August 18, 2011 Personnel Commission meeting. It was moved by Vice-Chairperson Linda Vaughan to approve the minutes. The motion was carried and approved.

ITEMS FOR DISCUSSION AND/OR ACTION

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None

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Production Center Manager	Dual	12-0011-5069

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. Commissioner Ulaszewski moved for approval. The motion was seconded by Vice-Chairperson Linda Vaughan and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Intermediate Office Assistant-Schools, Avalon	Dual	11-0114-3354	7/26/12

<u>Extend Eligibility Lists</u> Locker Room Attendant	Open	11-0002-0208	2/12/12
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OTHER ITEMS

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None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, September 15, 2011 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 8:18 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:30 a.m. No reportable actions were taken during Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 8:31 a.m.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer

GM/el