



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

August 18, 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 August 4, 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
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>
Production Center Manager	Dual	12-0011-5069
 - 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>
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
10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on September 1, 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 Executive Officer
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for August 4, 2011

PAGE: 7.1.1 – 7.1.4

Date: August 18, 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 8:16 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
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Anne Follett, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaue Taelifi, Human Resources Technician
Susan Brister, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: John Smith, CSEA Chapter 2, 1st Vice 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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Executive Officer, Gail McMahon gave an update on the State Budget and impact on K-12 schools. She stated that revenues are anticipated to be higher than originally expected, with no cuts to K-12 education at this time. However, the budget will be revisited in February to see if revenues are at the projected levels.

Ms. McMahon reported that she met with Chris Steinhauser, Superintendent of Schools, to discuss the Personnel Commission offices movement to the Administration Building. She reported that Mr. Steinhauser informed her that the office space for Personnel Commission is to be determined with more information to be available by the end of October.

Ms. McMahon announced that Commissioner Ulaszewski recently celebrated a birthday and wished him the best.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the July 21, 2011 Personnel Commission meeting. It was moved by Vice-Chairperson Linda Vaughan to approve the minutes. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

None

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individual was not present. The Commission acted to remove Troy D. Daniels from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individual was not present. The Commission acted to remove Tyrone Lockett from current eligibility lists.

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 bulletins. Vice-Chairperson Vaughan carried the motion and it was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Nutrition Services Worker	Open/Cont	12-5068
Plant Utilities Operator	Dual	12-0010-3308
Student Evaluation Technician	Open/Cont	11-0108-0399

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Custodian - Avalon	Dual	11-0113-0139	7/26/2012
Instructional Aide-Special Avalon	Dual	11-0115-0448	7/26/2012
Lead Custodian	Prom	11-0111-0205	7/15/2012
Nutrition Services Worker	Open/Cont	11-5068	7/26/2013
Nutrition Services Worker Avalon	Dual	11-0116-5068	7/26/2012
Supervisor – Autism Services	Open/Cont	11-0075-5046	7/26/2012

OTHER ITEMS

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Vice-Chairperson, Linda Vaughan, had a question for Mary Cates, Human Resources Supervisor, regarding summer school. Ms. Vaughan asked why employees were assigned a specific number of hours and then later the hours were reduced.

Ms. Cates reported that a meeting was held between Employee Relations, CSEA and the Personnel Commission to address this and other concerns with Instructional Aide-Special staffing. She informed the Commission that hours of assignments are determined by the District and beyond the scope of responsibilities of the Personnel Commission.

Ms. Vaughan stated another concern regarding busing and compensation for employees who accompany students on the bus. She wanted to know if the employee is compensated for the entire trip. Ms. Cates informed the Commission that Special Education is working on addressing the issue.

Ms. Gail McMahon stated that part of the dilemma in summer school planning is that financing for summer school is contingent on the budget. Since planning is done in the existing fiscal year, there is uncertainty of funds available for summer school.

Dan Ewaskey, CSEA, Unit B Vice-President, mentioned that some employees feel it may not be worthwhile to take an assignment as they are receiving fewer hours than they have in past years.

Dale Culton, Certification Services Manager, stated the Personnel Commission does not determine the hours of the assignments.

Ms. Vaughan stated the Rules were very vague on the topic. Ms. McMahon informed the Commission that she plans to work on the Rules and Regulations to make them clearer.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, August 18, 2011 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session to discuss the Performance Evaluation of the Executive Officer at 8:30 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:54 a.m. No reportable action was taken during Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 8:55 a.m.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer

GM/mb