

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of November 13, 2014**

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

Chairperson Stacey Lewis 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**

Stacey Lewis, 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  
Adriana Araujo-Honorio, Staff Secretary

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Adrienne Rambo, CSEA Vice President – Unit A.

**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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Dr. Gail McMahon, Executive Officer, provided an update on the move to the Monroe school site.

At 8:20 a.m., Vice-Chairperson Vaughan arrived.

Staff provided a brief update of their unit activities.

## PERSONNEL COMMISSION MEETING DATES

The Personnel Commission acted to cancel the Personnel Commission meeting scheduled for November 27, 2014. A special meeting of the Personnel Commission will be held on December 5, 2014 and the next regular meeting of the Personnel Commission will be held on December 11, 2014.

## MINUTES

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The Commission approved the minutes of the October 30, 2014 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote.

## 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. Appellant 20894283 was not present. The Commission moved this item to Closed Session.

## 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.6 and A.12. Appellant 18638279 was not present. The Commission moved this item to Closed Session.

## 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.24. Appellant 11182289 was not present. The Commission moved this item to Closed Session.

## 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.6. Appellant 17628263 was not present. The Commission moved this item to Closed Session.

## 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. Appellant 21189281 was not present. The Commission moved this item to Closed Session.

BULLETINS

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Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Commissioner Ulaszewski to ratify the bulletins. Vice-Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following bulletins were ratified:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
<b>Associate Educational Research Analyst Custodian</b>	<b>Dual Open/Continuous</b>	<b>15-0066-3368</b>
<b>Educational Research Analyst I</b>	<b>Promotional</b>	<b>15-0065-3301</b>
<b>Food Production Utility Worker</b>	<b>Dual</b>	<b>15-0075-0477</b>
<b>Instructional Aide Interpreter Deaf/Hard of Hearing</b>	<b>Dual</b>	<b>15-0067-3272</b>
<b>Intermediate Office Assistant</b>	<b>Dual</b>	<b>15-0070-3354</b>
<b>Intermediate Office Assistant – Schools</b>	<b>Dual</b>	<b>15-0069-0673</b>
<b>Intermediate Office Assistant – Bilingual Spanish</b>	<b>Dual</b>	<b>15-0071-5050</b>
<b>Intermediate Office Assistant – Schools Bilingual Spanish</b>	<b>Dual</b>	<b>15-0072-5052</b>
<b>Supervising Food Production Equipment Technician</b>	<b>Dual</b>	<b>15-0073-0499</b>

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the eligibility lists.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved:

<b>Groundskeeper</b> List Valid: 11/03/14 – 11/03/15	<b>Dual</b>	<b>15-0033-0172</b>
<b>Groundskeeper (Avalon)</b> List Valid: 11/03/14 – 11/03/15	<b>Dual</b>	<b>15-0041-0172</b>
<b>Instructional Aide – Special</b> List Valid: 10/21/14 – 10/21/15	<b>Dual</b>	<b>15-0034-0448</b>
<b>Instructional Aide – Special</b> List Valid: 10/21/14 – 10/21/15	<b>Dual</b>	<b>15-0046-0448</b>
<b>Instructional Aide – Special</b> List Valid: 11/11/14 – 11/11/15	<b>Dual</b>	<b>15-0061-0448</b>
<b>Instructional Aide – Special (Avalon)</b> List Valid: 11/10/14 – 11/10/15	<b>Dual</b>	<b>15-0042-0448</b>

<b>Instructional Assistant- Intensive Behavioral Treatment (Avalon)</b> List Valid: 11/10/14 – 11/10/15	<b>Dual</b>	<b>15-0050-5035</b>
<b>Middle School Office Supervisor</b> List Valid: 10/31/14 – 10/31/15	<b>Promotional</b>	<b>15-0037-3357</b>
<b>Nutrition Services Worker</b> List Valid: 10/31/14 – 10/31/15	<b>Open</b>	<b>15-0035-5068</b>
<b>Nutrition Services Worker</b> List Valid: 11/12/14 – 11/12/15	<b>Open</b>	<b>15-0038-5068</b>
<b>Nutrition Services Worker (Avalon)</b> List Valid: 11/10/14 – 11/10/15	<b>Open</b>	<b>15-0044-5068</b>

OTHER ITEMS

Val Pharr, CSEA Chapter 2 President, provided an update to the Commission on upcoming activities.

Executive Officer McMahon explained she will be meeting with Superintendent Steinhauser to discuss when the annual report of the Personnel Commission will be presented to the Board of Education.

NEXT MEETING

NEXT MEETING

A special meeting of the Personnel Commission will be held on December 5, 2014. The next regular meeting of the Personnel Commission will be held on Thursday, December 11, 2014, at 8:15 a.m. at **4400 Ladoga Avenue, Lakewood**, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session in honor of Mrs. Fran Culton, at 9:17 a.m. to consider the recommendation to remove appellant: 20894283, 18638279, 11182289, 17628263 and 21189281 from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:34 a.m. The following reportable action was taken during Closed Session:

Vice-Chairperson Vaughan and Commissioner Ulaszewski acted to sustain staff's recommendation to remove candidate 20894283 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after November 2016. Chairperson Lewis abstained from the vote. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted unanimously to sustain staff's recommendation to remove candidate 18638279 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to grant the appeal of applicant 11182289 to remain on current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted unanimously to sustain staff's recommendation to remove candidate 17628263 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after November 2015. Chairperson Lewis abstained from the vote. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted unanimously to sustain staff's recommendation to remove candidate 21189281 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

### ADJOURNMENT

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There being no further business, at 9:36 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb