

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

**Minutes of the Meeting of July 24, 2014
REVISED**

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
Maria Lynn Braunstein, Associate Personnel Analyst
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Esther Martinez, Human Resources Technician

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President

**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 reported in order to prepare for the school year staff has recently issued a number of job announcements to have the eligibility lists available in August. Dr. McMahon also reported notice was provided to classified employees who may wish to participate in the examination process for the promotional Senior Office Assistant series.

Dale Culton, Certification Services Manager, updated the Commission on the activities of the Certification unit reporting he expects staff to process approximately 100 substitutes to meet the needs of the sites for the beginning of the school year.

MINUTES

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The Commission approved the minutes of the July 10, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Vaughan seconded the motion with the correction of Vice-Chairperson Vaughan leading the flag salute.

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

REVISION OF RULES AND REGULATIONS

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One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness."

Vice-Chairperson Vaughan made a motion to approve the second reading and adoption of the Rules and Regulations of the Classified Service, Chapter XVI, XVII, XVIII, XIX and XX. Commissioner Ulaszewski seconded the motion.

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

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 Vice-Chairperson Vaughan to ratify the bulletins. Commissioner Ulaszewski 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>
Campus Security Officer (Substitute)	Dual	15-0007-5011
Nutrition Services Assistant Director	Dual	15-0008-5059
School Safety Officer	Dual	15-0005-5014

ELIGIBILITY LISTS

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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 Commissioner Ulaszewski to approve the eligibility lists. Vice-Chairperson Vaughan seconded the motion.

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

Senior Administrative Secretary Dual

14-0104-3361

List Valid: 07/21/14 – 07/21/15

Total applications received: 44 Total invited to exam: 13

No. Passed: 4 No. Failed: 3 No. Withdrew: 6 No. Screened Out: 31

OTHER ITEMS

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Vice-Chairperson Vaughan announced she will be absent from the August 7, 2014 Personnel Commission meeting due to her attendance at the CSEA conference.

Chairperson Lewis expressed her appreciation for the new Mayor of Long Beach, Robert Garcia. Chairperson Lewis stated she is excited that Mayor Garcia is a strong advocate for the City and Education. Chairperson Lewis also thanked Dr. McMahon for her constant professionalism.

Commissioner Ulaszewski reported he attended the Board of Education meeting on July 21st where Megan Kerr was inaugurated as the new Board of Education Member. This meeting was also Board Member Mary Stanton's last meeting. Ms. Stanton served on the Board of Education for 24 years. Many distinguished guests including Mayor Garcia attended the meeting to thank Ms. Stanton for her years of service.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, August 7, 2014, 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 8:35 a.m. to receive information on Employee # E00177750, Hearing for Disciplinary Matter.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:18 a.m. The following reportable action was taken during Closed Session:

On the matter to receive information on Employee # E00177750, Hearing for Disciplinary Matter, Vice-Chairperson Vaughan made a motion for the Commission to review the tapes and transcripts of the hearing and to employ Hearing Officer Patricia Barrett to guide discussion and prepare a written report following the Superior Court's directive indicated on the Judgment Granting Peremptory Writ of Administrative Mandate. Commissioner Ulaszewski seconded the motion.

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

ADJOURNMENT

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There being no further business, at 9:20 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb