

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**  

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**Minutes of the Meeting of October 16, 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  
Susan Leaming, Personnel Analyst  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary

**PRELIMINARY**

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A and 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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Dr. Gail McMahon, Executive Officer, provided the Commission an update on the status of Instructional Aide-Special vacancies.

Staff provided a brief update of their unit activities.

**HEARINGS**

HEARINGS

None

**MINUTES**

MINUTES

The Commission approved the minutes of the October 2, 2014 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Vaughan seconded the motion.

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

CLASSIFICATION/RESTRUCTURE

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None

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>       |
|--------------------------------------|--------------|---------------------|
| <b>Head Start Instructional Aide</b> | <b>Dual</b>  | <b>15-0054-0657</b> |
| <b>Kids Club Assistant</b>           | <b>Dual</b>  | <b>15-0055-0694</b> |
| <b>Kids Club Lead Assistant</b>      | <b>Dual</b>  | <b>15-0056-0515</b> |
| <b>Plumber Supervisor</b>            | <b>Promo</b> | <b>15-0057-0243</b> |

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 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>Assistant Maintenance Director</b><br>List Valid: 10/10/14 – 10/10/15                       | <b>Dual</b> | <b>15-0029-0504</b> |
| <b>Educational Research Analyst II</b><br>List Valid: 10/16/14 – 10/16/15                      | <b>Dual</b> | <b>15-0030-3302</b> |
| <b>Head Start Family Services Liaison</b><br>List Valid: 10/08/14 – 10/08/15                   | <b>Dual</b> | <b>15-0006-5075</b> |
| <b>Senior Health Assistant</b><br>List Valid: 10/14/14 – 10/14/15                              | <b>Dual</b> | <b>15-0020-5174</b> |
| <b>Supervising Food Production<br/>Equipment Technician</b><br>List Valid: 10/16/14 – 10/16/15 | <b>Dual</b> | <b>15-0032-0499</b> |

OTHER ITEMS

Dr. McMahon provided an update on the Personnel Commission office move.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 30, 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 8:27 a.m. to review the performance of the Executive Officer, Personnel Commission and Classified Employment.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:44 a.m. No reportable action was taken during Closed Session.

ADJOURNMENT

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There being no further business, at 8:45 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb