

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of September 1, 2011  
REVISED**

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

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 Ligons, 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**

None

**REPORT FROM THE EXECUTIVE OFFICER**

Gail McMahon, Executive Officer, reported she met with Connie Jensen, Assistant Superintendent, Special Education, regarding the challenge to

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cover Special Education staffing needs at the start of the school year. The result is around March each year there is not enough Instructional Aide – Specials to cover vacancies. This year the goal is to fill vacancies before school starts.

Ms. McMahon stated staff met with the Special Education Directors last week and some volunteered to serve on selection panels to put the hiring process on fast track.

Ms. McMahon also met with the K-8 principals last week. Some shared interesting stories regarding their career paths. One principal shared she started with the District as a custodian, later became an instructional aide, then a teacher and is now a principal. Another principal shared that the Dr. Ernest Shaw Board Room at Inglewood USD is named after her father.

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. However, there are a couple of new categories of statistical data available this year: (1) Job Interest Cards total 6000, and (2) Job Posting hits were 60, 000.

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 for 35 positions. There were good candidates with only two no-shows. Buffum is now a Pre-K Center for Special Education students. The goal is to complete placements before school starts.

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. Sites opened on August 25<sup>th</sup> and with the reduction in staff, 18 Intermediate Office Assistant substitutes were placed. A three-tier Substitute Policy is now in place. Tier 1 represents employees that were laid off, Tier 2 represents those employees laid off but qualify for other positions within their job classifications, and Tier 3 represents the “true” substitutes.

Ms. Cates met with Debbie Ecung, Director, Employee Relations Services, regarding the high schools’ requests for additional coaches. This matter will go to the District’s legal counsel. DOJ and FBI fingerprinting is in progress for returning walk-on coaches. She also met

with Shawn Bartschi, Assistant Director of Fiscal Services, regarding furlough days. CSEA negotiations regarding furlough days are on hold waiting for the completion of TALB negotiations.

Dale Culton, Certification Services Manager, gave kudos to Silaue Taelifi, Human Resources Technician, for her assistance with the interviews of Instructional Aide – Specials. There were approximately 47 candidates for 30 vacancies. Another 14 or more positions are in the works to be approved by the Hiring Freeze Committee. Efforts are geared toward filling vacancies by September 7<sup>th</sup>.

Marilyn Balmer gave kudos to Anne Follett, Human Resources Technician, for her contribution toward the processing of applications for Instructional Aide – Special.

#### HEARINGS

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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.

#### TITLE

Plant Supervisor I

#### TYPE

Promo

#### NUMBER

12-0012-5026

#### 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>
Credential Services Specialist	Dual	12-0004-3343	08/16/12
High School Office Supervisor	Promo	12-0007-3349	8/26/12
Instructional Aide Special	Open/Cont	11-0109-0448	08/19/12
Instructional Aide Special Substitute	Open/Cont	11-SUBS-0448	08/19/13
Truck Driver (Amended)	Dual	11-0106-0392	07/01/12
Pool Attendant	Dual	11-0112-0245	08/25/12
Senior Purchasing Assistant	Dual	12-0003-5133	08/24/12

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

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

ADJOURNMENT

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

Respectfully submitted,

Gail McMahon, Ed.D.  
Executive Officer  
GM/el