

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of November 10, 2011**

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 8:15 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  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician  
Anne Follett, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Tammie Hirth, Human Resources Technician

**PRELIMINARY**

Guests: Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice-President – Unit B; Juan Garcia, CSEA Chief Job Steward and Lawrence Durand, Appellant

**HEARING OF PUBLIC TESTIMONY AND  
QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA**

None

**REPORT FROM THE EXECUTIVE OFFICER**

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REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, announced the California School Personnel Commissioners Association conference will be held January 26 through January 29, 2012 in San Diego, California.

Ms. McMahon expressed the sympathy and support of the Commission staff to former Board of Education member Bobbie Smith in the passing of her daughter.

Ms. McMahon reported item 8.1 on the agenda, Abolishment of Classifications will be pulled as CSEA had concerns that need to be addressed. This item will be brought back to the Commission at a later date.

Ms. McMahon asked the Personnel Commission unit managers and supervisor to give an update of their respective unit activities.

Marilyn Balmer, Personnel Analyst, reported 13 new recruitments will be opening soon to meet the Classified staffing needs of sites and departments. With these recruitments comes the opportunity for Commission staff to participate in cross-training activities between the units. The cross-training will be piloted with two staff members. They will run through the entire recruitment, testing and certification process. Ms. McMahon commented that cross-training allows staff to be more knowledgeable in the processes of the Commission.

Susan Leaming, Personnel Analyst, reported she met with several department administrators to discuss revisions to classification specifications. Ms. Leaming is working on the revisions and will bring them to Commission in the near future for action.

Mary Cates, Certification Services Supervisor, reported that she will be meeting with Volunteers In Public Schools (VIPS) coordinators to discuss the requirements of fingerprinting for walk on coaches. She also reported 118 Better Learning After School Today (BLAST) mentors were fingerprinted by Commission Staff. Valeeta Pharr, CSEA Chapter 2 President, asked who pays for the fingerprinting. Ms. Cates responded that the District pays for the fingerprinting.

Maria Lynn Braunstein, Associate Personnel Analyst, reported CPR and First Aid certification training was completed for 117 employees, and the majority of these employees were Instructional Aide-Specials. Ms. Braunstein informed the Commission that over 100 people remain on a waiting list and we hope to secure funds for additional future trainings. Ms. Braunstein thanked Esther Martinez, Human Resources Assistant, and Adriana Araujo-Honorio, Staff Secretary, for their help registering participants and assuring the classes were filled in such a short time frame. Ms. Braunstein also commended Ms. McMahon for

negotiating a discounted price for the training which allowed a larger group of employees to be trained.

#### HEARINGS

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None

#### MINUTES

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The Commission approved the minutes of the October 13, 2011 Personnel Commission meeting. It was moved by Commissioner Ulaszewski and seconded by Vice Chairperson Vaughan to approve the minutes. The motion was carried and approved.

The Commission approved the revised minutes of the September 1, 2011 Personnel Commission meeting. It was moved by Vice Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the minutes. The motion was carried and approved.

#### ABOLISHMENT OF CLASSIFICATIONS

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The Personnel Commission acted to table the abolishment of vacant classifications Community Liaison Worker and Community Liaison Worker – BL Khmer as CSEA has questions that need to be addressed and will be brought to Commission for consideration at a later date.

#### 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 appellant, Lawrence Daniel Durand, was present and requested to be heard in Closed Session. 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 Rules 4.2.A.7 and 4.3. The appellant, Nickchole Candace Green, was not present. The Commission acted to remove her 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 appellant, Karen Regina Moncrief, was not present. The Commission acted to remove her from current eligibility lists.

#### REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.6 and 4.2.A.7. The appellant, Martell T. Taylor, was not present. The Commission acted to remove him 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. Valeeta Pharr, CSEA Chapter 2 President, asked for clarification on future bulletins that substitutes are not members of the union and therefore do not pay union dues. Executive Officer McMahon said that she will work with Ms. Balmer to clarify the statement on future bulletins. Commissioner Ulaszewski moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Vaughan and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Grounds Crew Supervisor	Open/Promo	12-0027-0605
Grounds Equipment Operator I	Open/Promo	12-0026-0175
Intermediate Accounting Assistant	Dual	12-0024-0755
Substitute Head Start Instructional Aide	Open/Cont	12-0029-0657

## 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 Vaughan and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Aide-Special	Open/Cont	12-0017-0448	10/27/12
Instructional Aide-Special Substitute	Open/Cont	12-SUBS-0448	10/27/13
Intermediate Office Assistant-Schools Avalon (Amended)	Dual	11-0114-3354	08/02/12
Intermediate Office Assistant-Schools Bilingual Spanish (Amended)	Dual	12-0005-5052	09/02/12

## CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:35 a.m. to review the appeal of Mr. Lawrence Daniel Durand.

## RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:03 a.m.  
The following reportable actions were taken during Closed Session:

The Commission acted to grant the appeal of Lawrence Daniel Durand and instructed the Personnel Commission Executive Officer to notify him of this decision.

#### PRESENTATION OF ANNUAL REPORT

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Ms. McMahon explained that the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The Report's function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year.

Ms. McMahon delivered a PowerPoint presentation of the Annual Report for the Commission's review and consideration. Following comments and discussion, the Commission accepted the Annual Report and directed the Executive Officer to present it to the Board of Education at the Board Workshop on November 14.

#### OTHER ITEMS

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Valeeta Pharr, CSEA Chapter 2 President, informed the Commission of CSEA's unanimous vote to support the reappointment of Commissioner Ulaszewski to another term.

#### NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, November 10, 2011 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

#### ADJOURNMENT

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There being no further business, Chairperson Mulkey adjourned the meeting at 9:30 a.m.

Respectfully submitted,

*Signature on File*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb

