

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for May 28, 2009

PAGES: 7.1.1- 7.1.4

Date: June 11, 2009

Reason for
Consideration: Action

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:16 a.m. at which time he led the pledge of allegiance to the flag and asked for introductions.

COMMISSION MEMBERS PRESENT

Terry Ulaszewski, Chairperson
Chuck Acosta, Member
Vera Mulkey, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Stephanie Jimenez, Sr. Administrative Secretary
Marilyn Doss, Personnel Analyst
Susan Leaming, Personnel Analyst
Maria Braunstein, Associate Personnel Analyst
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President; Les Leahy, Business Services Administrator; and Joseph Romero, Operations Director.

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

None

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REPORT FROM THE EXECUTIVE OFFICER

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Mr. Curiel was pleased to announce that the 2009 Ice Cream Social Classified Celebration was successful with approximately 550 attendees. The Classified Employee of the Year finalists were presented at approximately 1:40 p.m. Commissioners, Board Members and the Superintendent were present and provided welcoming remarks and also provided medallions to the Classified Employee of the Year finalists. The Classified Employee of the Year will be presented at the Board of Education meeting on June 2nd.

Maria Lynn Braunstein, Associate Personnel Analyst is overseeing Displacement Services. Ms. Braunstein informed the Commissioners that Personnel Commission is offering one-on-one job counseling services and we have also scheduled displacement counseling through the City of Long Beach at the Personnel Commission office on Tuesday, June 16th at 10:00 a.m. Representatives from Employment Development Department and City Workforce Development Bureau will be present. The Recruitment and Testing department are assisting with testing and qualifying affected employees for any existing vacant encumbered positions that may be available to fill.

Ms. Braunstein is also overseeing the Secretarial Task Force this year. A Secretary Survival Box will be provided to all Office Supervisors and will include approximately twenty five folders filled with helpful resources. Although, there are no funds provided for the Secretarial Task Force this year, there is still a great need for this service. CASSA will provide a donation and we will also use a portion of remaining Classified Development funds.

Mary Cates, Human Resources Supervisor provided a Summer School update. There will be 14 Summer School sites this year and we have currently made 424 Classified Summer School placements as of today's date. Ms. Cates expressed that this is a very busy time of the year for the Employment and Certification Services Department meeting various deadlines for employee data entry: rollover assignments, summer school assignments, etc.

Dale Culton, Certification Services Manager, commended staff members: Judy Marshall, Silaue Taeleifi and Maria Villalobos for processing large groups of Nutrition Services Workers in such a timely manner.

Adrianne Rambo, CSEA Unit A, Vice President asked how employees are notified if they are not assigned a Summer School

assignment? Mary Cates informed Adrienne that employees will receive a letter from Personnel Commission notifying them if they will or will not be assigned a Summer School assignment.

Mary Brown, CSEA President, asked how Instructional Aide – Specials are assigned to their Summer School assignments. Mary Cates informed Ms. Brown that Kathy Catroppa from Special Education makes the placements and the assignments are based on seniority.

PERSONNEL COMMISSION MINUTES

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The minutes of the May 14, 2009 Personnel Commission Meeting were approved.

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. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Commission meeting.

None

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. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. The Commission acted to certify the following eligibility lists:

Instructional Aide – Special	Open/Cont	09-0124-0448
Instructional Aide – Special/ Substitute	Open/Cont	09-LTES-0448
Intermediate Nutrition Services Worker	Dual	09-0106-5058
Senior Nutrition Services Worker	Dual	09-0107-5071

OTHER ITEMS

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Mary Brown, CSEA President, commented on how wonderful the Ice Cream Social celebration was but expressed her disappointment in CSEA not being included as a vendor and her concern of Head Start not being able to attend due to the timing of the event. Ms. Brown stated that Head Start would be able to attend the event if it would have started earlier, at 11:00 a.m.

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 11, 2009. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

NEXT MEETING

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:55 a.m.

CLOSED SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:20 a.m. No reportable actions were taken.

RETURN TO OPEN SESSION

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned at 9:25 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer