

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for July 16, 2009

PAGES: 7.1.1- 7.1.5

Date: July 30, 2009

Reason for  
Consideration: Action

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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 8:17 a.m. at which time he led the pledge of allegiance to the flag and asked for introductions.

COMMISSION MEMBERS PRESENT

STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Shirley Chiavetta, Sr. Personnel Analyst  
Marilyn Doss, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Maria Braunstein, Associate Personnel Analyst  
Dale Culton, Certification Services Manager  
Mary Cates, Human Resources Supervisor  
Paula Wiesenhutter, Certification Services Manager  
Susan Brister, Human Resources Technician  
Ericka Emery-Smith, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Shelley Scott, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Dr. Felton Williams, Member, Board of Education; Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President; Carri Matsumoto, Executive Director, Facilities; and Pat Heineke, Classified Personnel Director, Downey Unified School District.

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 welcomed and thanked Board Member, Dr. Felton Williams for attending today's Personnel Commission meeting.

Personnel Commission has been very busy making the final implementations of the effects of this year's displacements.

Mr. Curiel welcomed Personnel Commission's newly placed Senior Personnel Analyst, Shirley Chiavetta.

Mr. Curiel attended the last Board Meeting and notified the Commissioners that LBUSD is planning to establish a Parcel Tax Election. There will be more details discussed at the next Board of Education meeting to be held on Monday, July 20<sup>th</sup>.

Mr. Curiel provided a copy of Mr. Steinhauser's latest Budget e-mail sent to all employees. Mr. Steinhauser is encouraging employees to submit additional ideas on how to approach the challenging budgetary decisions we will face when a state budget is finally approved. Mary Brown, CSEA President informed the Commissioners that there is a LBUSD Budget website where you can ask budgetary questions and receive a reply.

Mr. Curiel informed the Commissioners that the Board of Education Workshop will be held on August 17 and 18. Personnel Commission will provide a presentation on the Annual Report on Monday, August 17<sup>th</sup>.

## PERSONNEL COMMISSION MINUTES

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The minutes of the June 11, 2009 Personnel Commission Meeting were approved.

## CLASSIFICATION/RESTRUCTURE RECOMMENDATIONS PER EDUCATION CODE 45246:

### CREATION OF OF FACILITIES PLANNING TECHNICIAN

Mr. Curiel reported that Personnel Analyst, Susan Leaming has been working with Carri Matsumoto, Executive Director Facilities, regarding the staffing needs of the Facilities Department. Ms. Leaming spoke about the proposed new classification and recommended reclassification of existing staff. Ms. Matsumoto explained with the passage of the Measure K bond, there has been a marked increase in activity within the Facilities office, necessitating the need for a type of dedicated technical support

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules, and with the proviso that if any of these actions were affected by the hiring freeze they may not be implemented until the freeze is lifted:

CREATE A NEW CLASSIFICATION

Facilities Planning Technician

CREATE A NEW CLASSIFICATION

REQUEST FOR HEARING IN  
DISCIPLINARY MATTER

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DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Nutrition Services Supervisor I requested a hearing regarding her dismissal from the classified service by the Board of Education in accordance with the rules, and related material. The Commission moved this item to Closed Session.

STAFF REPORT – LAYOFF PROCESS

A PowerPoint presentation on Classified Staffing Reductions: The Layoff Process and the Effects of Layoff was provided. The presentation provided an explanation of how the Personnel Commission is responsible for the implementation of District staffing reductions (either abolishment of positions or hour and calendar reductions). Dale Culton, Certification Services Manager and Maria Lynn Braunstein, Associate Personnel Analyst were thanked for their participation in the presentation, Susan Leaming, Personnel Analyst, was thanked for creating the PowerPoint Presentation, and CSEA was thanked for their collaboration with the displacement process.

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.

Choral Accompanist	Dual	10-0002-0122
Job Developer	Dual	10-0001-0463

## 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:

Campus Security Officer	Open/Cont	09-0058-5011
Campus Security Officer	Open/Cont	09-0131-5011
Campus Security Officer – Substitute	Open/Cont	09-LTES-5011
Campus Security Officer – Substitute	Open/Cont	09-LTES-5011
Custodian	Dual	09-0122-0139
Custodian	Dual	09-0132-0139
Custodian – Limited Term & Substitute	Open/Cont	09-LTES-0139
Custodian – Limited Term & Substitute	Open/Cont	09-LTES-0139
High School Office Supervisor – Avalon	Dual	09-0125-3349
Instructional Aide – Special	Open/Cont	09-0133-0448
Instructional Aide – Special	Open/Cont	09-0138-0448
Instructional Aide – Special	Open/Cont	09-0142-0448
Instructional Aide – Special/ Substitute	Open/Cont	09-LTES-0448
Instructional Aide – Special/ Substitute	Open/Cont	09-LTES-0448
Instructional Aide – Special/ Substitute	Open/Cont	09-LTES-0448
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	09-0128-5035
Migrant Education Assistant, Bilingual Spanish	Dual	09-0127-3326
Nutrition Services Worker	Open/Cont	09-0136-5068
Plant Supervisor I	Prom	09-MC05-5026
Plant Supervisor Headquarters	Prom	09-MC06-5028
Pool Attendant	Dual	09-0137-0245

## OTHER ITEMS

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The Renewal of California School Personnel Commissioners Association Membership Dues will be tabled pending the negotiation of the Annual Membership Dues rate.

Board Member, Dr. Felton Williams thanked the Personnel Commission staff for inviting him to attend our Personnel Commission meeting today.

Chairperson Terry Ulaszewski proudly announced that Executive Officer Ramon Curiel has been awarded the Robert Fisher Award for Professional Excellence in the Field of School Personnel Management for 2008 by Personnel Commissioners Association of Southern California. Pat Heineke, Classified Personnel Director of Downey Unified School District, was present and provided a certificate of recognition. Ms. Heineke

invited Mr. Curiel and the Commissioners to attend the September 23<sup>rd</sup> PCASC meeting where Mr. Curiel will be formally presented with the Robert Fisher Award plaque.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, July 30, 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.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:30 a.m. to discuss Debra Smith's request for a disciplinary hearing.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:48 a.m.

The following reportable action was taken during Closed Session:

The Commission acted to authorize a hearing for Debra Smith as provided for in the Rules and Regulations. The Commission directed the Personnel Commission Executive Officer to notify all parties involved of this decision to conduct the hearing, appoint a hearing officer and coordinate a hearing date.

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned at 9:55 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer