

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for January 7, 2010

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:19 a.m. and led the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Lori Gamble, Sr. Administrative Secretary
Shirley Chiavetta, Sr. Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Balmer, Personnel Analyst
Mary Cates Human Resources Supervisor
Maria Lynn Braunstein, Assoc. Personnel Analyst
Adrianna Araujo-Honorio, Staff Secretary
Judy Marshall, Human Resources Assistant

PRELIMINARY

Guests: Mary Brown, CSEA Chapter President Long Beach 2; Adrienne Rambo, CSEA Unit A Vice-President; Dan Ewaskey, CSEA Unit B, Vice President; Les Leahy, Business Services Administrator

**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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Ramon Curiel congratulated Mrs. Mulkey on being recommended for reappointment to the Personnel Commission by the Board of Education for a three-year term.

Mr. Curiel informed the Commission that Mary Lou Saavedra, of Montebello School District Personnel Commission was not re-elected. She

will be missed in the board member positions she has held in the California School Personnel Commissioners Association.

Mr. Curiel reported on the December 15th Board of Education Meeting where the Board received an Audit Report and additional school budget information. The Board called two special meetings in addition to the regularly scheduled meetings, January 13 and January 27. He also announced the election of the new Board of Education member, John McGinnis who will be installed January 13th.

Mr. Curiel asked the Personnel Commission Division Heads to give a brief update of the Department's activities. The staff managers present gave individual reports to the Commission on the current projects of their units.

Marilyn Balmer, Personnel Analyst, thanked Barry Bartlett, Purchasing and Contracts Director for the nine salvaged computers to be used for testing and a NEOGOV kiosk in the lobby. The computers were released from district school sites.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the December 10, 2009 Personnel Commission meeting.

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. At the request of Marilyn Balmer, the bulletin for Intermediate Payroll Accounting Technician was removed from consideration. The Commission acted to ratify the following bulletins:

Intermediate Accounting Assistant	Dual	10-0066-0755
Transportation Scheduler	Promotional	10-0064-5040

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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Administrative Secretary	Promotional	10-0045-3339
Custodian	Open/Cont	10-0040-0139
Custodian Substitute	Open/Cont	10-SUBS-0139
Instructional Aide – Special	Open/Cont	10-0059-0448
Instructional Aide – Special Substitute	Open/Cont	10-subs-0448
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	10-0060-5035
Intermediate Office Assistant Bilingual Spanish	Promotional	10-0047-5050
Intermediate Office Assistant – Schools Bilingual Spanish	Promotional	10-0048-5052
Lead Custodian – Open	Open	10-0038-0205
Lead Custodian – Open	Open	10-0039-0205
Lead Custodian – Promotional	Promotional	10-0038-0205
Lead Custodian – Promotional	Promotional	10-0039-0205
Small Engine Mechanic	Dual	10-0053-0573

OTHER ITEMS

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None

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:56 a.m. to discuss the evaluation of the Personnel Commission Executive Officer.

RETURN TO OPEN SESSION

OPEN SESSION

The Personnel Commission returned to Open Session at 9:40 a.m. There were no reportable actions taken during Closed Session.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, January 21, 2010 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 Ulaszewski adjourned the meeting at 9:45 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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