



# PERSONNEL COMMISSION

PLEASE POST

## MEETING AGENDA

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

May 28, 2009  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL
  1. Terry Ulaszewski, Chairperson Present \_\_\_\_\_
  2. Chuck Acosta, Vice-chairperson Present \_\_\_\_\_
  3. Vera Mulkey, Member Present \_\_\_\_\_
3. PRELIMINARY
  - 3.1 Pledge of Allegiance to the Flag
  - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE EXECUTIVE OFFICER
6. HEARINGS  
None
7. MINUTES
  - 7.1 **Approval of Minutes for May 14, 2009** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246**
9. BULLETINS AND TESTING ACTIONS
  - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action
  - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action
    - 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
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday, June 11, 2009 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.
12. CLOSED SESSION  
Performance Evaluation of the Executive Officer
13. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for May 14, 2009

PAGES: 7.1.1- 7.1.6

Date: May 28, 2009

Reason for  
Consideration: Action

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Testing Room  
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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.

COMMISSION MEMBERS PRESENT

STAFF MEMBERS PRESENT

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

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  
Anne Follett, Human Resources Technician  
Tammie Hirth, Human Resources Technician  
Judy Marshall, Human Resources Technician  
Esther Martinez, Human Resources Technician  
Jan Medford, Human Resources Technician  
Denise Petty-Trietsch, Human Resource Technician  
Silaue Taeleifi, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Adrienne Rambo, CSEA Unit A and Vice President; Dan Ewaskey, CSEA Unit B, Vice President.

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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Mr. Curiel provided the Commissioners with a copy of the May 5<sup>th</sup> Classified Board of Education agenda which includes classified reductions and abolishments with an effective date of June 30, 2009. Letters notifying affected employees will start to be mailed out this week.

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 2<sup>nd</sup>. Representatives from Employment Development Department and City Workforce Development Bureau will be present.

Mr. Curiel also provided the Commissioners with a copy of the current board approved Administrative Appointments.

Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments' activities. The staff managers gave individual brief reports to the Commission on the current activities of their units.

#### PERSONNEL COMMISSION MINUTES

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The minutes of the April 30, 2009 Personnel Commission Meeting were approved.

#### REMOVAL FROM ELIGIBILITY LIST REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove an applicant from the eligibility list per Personnel Commission Rules 4.2.A.7.and 4.3. The appellant, Irineo Delgado, was not present. The Commission acted to remove Irineo Delgado from current eligibility lists.

#### REMOVAL FROM ELIGIBILITY LISTREMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove an applicant from the eligibility list per Personnel Commission Rules 4.2.A.7.and 4.3. The appellant, Brenda Roberson, was not present. The Commission acted to remove Brenda Roberson from current eligibility lists.

#### REMOVAL FROM ELIGIBILITY LIST REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove an applicant from the eligibility list per Personnel Commission Rule 4.2.A.7. The appellant, Clifton Spears, was not present. The Commission acted to remove Clifton Spears from current eligibility lists.

#### APPEAL OF DISQUALIFIED APPLICANT APPEAL OF DISQUALIFIED APPLICANT

Staff submitted a recommendation to disqualify an applicant from the examination process per Personnel Commission Rule 4.2.A.11. The appellant, Marques Woods, was not present. The Commission acted to disqualify Marques Woods from participating in the examination process for School Safety Officer.

#### 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.

Custodian – Avalon	Dual	09-0135-0139
High School Supervisor – Avalon	Dual	09-0125-3349
Substitute Intermediate Office	Dual	09-0134-3354
Assistant - Avalon		

### ELIGIBILITY LISTS

ELIGIBILITY LISTS

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	Dual	09-0118-5011
Campus Security Officer/ Substitutes and LTES	Dual	09-LTES-5011
Custodian	Open/Cont	09-0116-0139
Custodian – Substitute	Open/Cont	09-LTES-0139
Instructional Aide - Special	Open/Cont	09-0121-0448
Instructional Aide – Special/ Substitutes and LTES	Open/Cont	09-LTES-0448
Instructional Assistant Intensive Behavioral Treatment	Open/Cont	09-0105-5035
Pool Attendant	Open/Cont	09-0126-0245
School Safety Officer	Dual	09-0119-5014
Stage Technician (Amended)	Dual	09-0099-0379

### OTHER ITEMS

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### RESOLUTION HONORING CLASSIFIED EMPLOYEES

RESOLUTION HONORING  
CLASSIFIED EMPLOYEES

Chairperson Ulaszewski read aloud the Classified School Employee Week Resolution for the week of May 18 - May 22, 2009. Chairperson Ulaszewski commended the classified staff for their contributions to sites and classrooms and thanked the classified staff from the bottom of his heart for all of their hard work. Commissioner Acosta is looking forward to working with classified staff during the upcoming school year. Commissioner Mulkey applauded Personnel Commission's outstanding level of customer service and she commends and applauds the classified staff. Mr. Curiel supports the Commissioners kind words and mentioned that LBUSD is fortunate for employing such excellent staff. Mr. Curiel also commended CSEA's excellent leadership and thanked the Commissioners for their support.

Mr. Curiel reminded the Commissioners that the Ice Cream Social is scheduled for May 21<sup>st</sup> from 1:00 – 4:30 p.m. in honor of Classified Employee Week. Chairperson Ulaszewski commended CSEA Vice President for receiving a well deserved "Unsung Hero" award in the CSEA newsletter, "Bear Facts". Chairperson Ulaszewski thanked Mr. Ewaskey for doing such a great job.

The Personnel Commission acted to adopt the following Resolution honoring Classified Employees during Classified Employee Week:



## RESOLUTION

### CLASSIFIED SCHOOL EMPLOYEE WEEK

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 18-22, 2009 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

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Terry Ulaszewski  
Chairperson

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Chuck Acosta  
Vice-Chairperson

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Vera Mulkey  
Member

PRESENTATION OF PERSONNEL  
COMMISSION EMPLOYEE OF THE YEAR

PRESENTATION OF PERSONNEL  
COMMISSION EMPLOYEE OF THE YEAR

Mr. Curiel explained that the Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service and development of innovative and creative processes, program or projects. Each year the recipient of the award receives recognition by means of an individual award trophy and his/her name added to the permanent Personnel Commission Special Award Trophy displayed in the Commission Office.

Mr. Curiel stated that this year he again solicited staff's input in the selection of the award winner by nominations. He announced that Anne Follett, Human Resources Technician, received the majority of staff's votes and is the recipient of the 2009 Staff Recognition Award. Commissioners Vera Mulkey, Chuck Acosta and Terence Ulaszewski, along with Executive Officer Ramon Curiel, presented the Personnel Commission Employee of the Year plaque to Ms. Follett.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 28, 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

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:05 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:25 a.m. No reportable actions were taken.

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned at 9:30 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer