

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for February 18, 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 8:15 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
Dale Culton, Certification Services Manager
Shirley Chiavetta, Senior Personnel Analyst
Susan Leaming, Personnel Analyst
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
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Mary Brown, CSEA Chapter President Long Beach 2; Adrienne Rambo, CSEA Vice President; April Saucedo, CSEA 2nd Vice President; Les Leahy, Business Services Administrator; and Joe Romero, Operations Director

**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, Executive Officer, reported to the Commissioners of the recent board action giving notice of potential layoff to more than 750 certificated employees. This is the first time that such a large number of certificated employees face a potential lay-off.

Mr. Curiel reported that the Board of Education received the information for the initial bargaining proposal from CSEA.

Mr. Curiel reported on the conversion of Henry Elementary to a K-8 school and the closure of DeMille Middle School. These changes will affect classified staffing. Commission staff will assist the DeMille classified employees in their transition.

Mr. Curiel stated that he sent a memo to Principals, Department Heads and Administrators, setting a deadline of March 31 to submit Vacancy Assignments for calendar reductions and abolishments. The deadline allows staff to comply with the 45 day notice for employees.

Immediately after the Board of Education takes action regarding Classified Employee layoffs, Personnel Commission staff will discuss with CSEA the effects of layoff.

Adrianne Rambo, CSEA Vice President, asked that CSEA be included in the meeting for DeMille employees affected by the closure. Mr. Curiel responded that all employees at the site are welcome to such meetings and that he would advise Assistant Superintendent, Gwen Mathews who is calling the meeting, of the request.

Mr. Curiel noted that the summer school jobs are generating a lot of applications for the limited summer-school term.

Mary Brown, CSEA President asked if Special Education will make the placements for summer school. Dale Culton, Certification Services Manager responded to the question stating that yes, Special Education staff will make summer school placements. Personnel Commission staff gives Special Education a seniority list. Special Education then gives the Personnel Commission a list of placements.

Mary Brown asked how the Personnel Commission is advising supervisors to inform employees of layoff. Mr. Curiel answered that managers and supervisors must inform employees before the Personnel Commission contacts them.

Charles Acosta, Commissioner, asked if special training is provided for administrators to inform employees of position changes. Mr. Curiel responded that yes, presentations are given to administrators and will be given at upcoming Principals' meetings.

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.

Mr. Curiel acknowledged and thanked Les Leahy, Business Services Administrator, in facilitating the upcoming elevator repair for 999 Atlantic. He informed those in attendance that the elevator will be out of service during the last week of June and the first part of July for repairs.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the February 4, 2010 Personnel Commission meeting.

REMOVAL FROM AN 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 individual was not present. The Commission acted to remove Maricruz Guerra 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. An addendum was added to issue the bulletin Instructional Aide – Deaf/Hard of Hearing to allow the bulletin to be considered at this Personnel Commission meeting. The Commission acted to ratify the following bulletins:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
School Safety Officer	Dual Exam	10-0079-5014
Instructional Aide – Deaf/Hard of Hearing	Dual Exam	10-0082-3271

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. The Commission acted to certify and extend the following eligibility lists:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide – Special	Open Continuous	10-0071-0448
Instructional Aide – Special Substitute	Open Continuous	10-SUBS-0448
Intermediate Accounting Assistant	Dual	10-0066-0755
Plant Supervisor II	Promotional	10-0030-5027

Supervisor – Autism Services Open Continuous 10-0057-5046

EXTEND ELIGIBILITY LIST

Plant Supervisor – High School Promotional 09-0049-5029

OTHER ITEMS

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None

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:57 a.m. to discuss the evaluation of the Executive Officer.

RETURN TO OPEN SESSION

OPEN SESSION

The Personnel Commission returned to Open Session at 9:33 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, March 4, 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 9:35 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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