

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for May 13, 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 8:16 a.m. and led the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer	Mary Cates, Human Resources Supervisor
Lori Gamble, Sr. Administrative Secretary	Tammie Hirth, Human Resources Technician
Dale Culton, Certification Services Manager	Shelley Scott, Human Resources Technician
Shirley Chiavetta, Sr. Personnel Analyst	Ericka Emery, Human Resources Technician
Marilyn Balmer, Personnel Analyst	Judy Marshall, Human Resources Assistant
Susan Leaming, Personnel Analyst	Adriana Araujo-Honorio, Staff Secretary
Maria Braunstein, Assoc. Personnel Analyst	Silae Taelifi, Human Resources Technician
Susan Brister, Human Resources Technician	Jan Medford, Human Resources Technician
Maria Villalobos, Human Resources Technician	Anne Follett, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Joe Romero, Director, Operations; Harold "Mac" McCarty, Assistant Grounds Manager; Mary Brown, President, CSEA; April Saucedo, 2nd Vice President CSEA; Adrienne Rambo, Unit A Vice President CSEA; Dan Ewaskey, Unit B Vice President CSEA; Val Pharr, Chief Job Steward CSEA; Elliot Moore, CSEA Site Representative Coordinator CSEA.

**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, announced that the week of May 17 – 21 is Classified Employee Week. The Classified Employee Ice Cream Social will be held on May 21 from 1:00 p.m. to 4:00 p.m. The Classified Employee of the Year selection committee has met and announced their finalists. The winner will be announced at the Ice Cream Social.

Mr. Curiel reported that he attended the Board Meeting of May 11 where the Board took action on Resolutions recognizing The Day of the Teacher and School Nurses.

Mr. Curiel announced the Personnel Commission Employee of the Year. Mr. Curiel spoke about each staff member's duties and extraordinary achievements as they stood before the Commissioners. He stated that each Commission Employee was exceptional in their duties and achievements and that they are all deserving of this honor. He announced that the entire staff of the Personnel Commission are the Employees of the Year.

Terry Ulaszewski, Commission Chairperson said that when Board Member McGinnis was done with his recent tour of the department, he said that he could see the pride and dedication in each staff member toward their work. Chairperson Ulaszewski said that he can confirm that our commitment is reflected in our work.

Vera Mulkey, Commissioner stated that she applauds our commitment during these tough budget times. She stated that she has not seen a decrease in excellence toward customer service, team spirit or ethics.

Charles Acosta, Vice-Chairperson said that it was a pleasure to work with such a fine group. He is proud to be a part of this Commission.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the April 29, 2010 Personnel Commission meeting.

CLASSIFICATION/RESTRUCTURE

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In accordance with the Personnel Commission Rules, staff submitted classification recommendations consisting of a Request for Reclassification from Harold McCarty, Assistant Grounds Manager for the consideration of the Commission. Susan Leaming, Personnel Analyst, provided an overview of the classification items listed. The Chairperson Ulaszewski asked if anyone in the audience had questions or comments regarding the classification items. Dan Ewaskey, Unit B Vice President commented that CSEA wanted to go on record saying that they didn't believe this was the time to reclassify a management position when other employees were being laid-off. Chairperson Ulaszewski stated that while the Commission is sensitive to the timing of the study, ultimately the reclassification of this individual resulted in the reduction of three management/supervisory full-time positions as was outlined in the staff report. The Personnel Commission then acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules:

CREATE A NEW CLASSIFICATION

Grounds Service Manager (M2) SR 42

ALLOCATE A NEW POSITION

Grounds Service Manager (M2) SR 42

RECLASSIFY AN EXISTING POSITION

<u>Name</u>	<u>Position</u>	<u>Site</u>
Harold "Mac" McCarty	From: Assistant Grounds Manager To: Grounds Service Manager	Operations Operations

ABOLISH A CLASSIFICATION

Operations and Grounds Service Manager (M2) SR 42

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. The Commission acted to ratify the following bulletins:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Student Evaluation Technician	Open Continuous	10-0102-0399

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 the following eligibility lists:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide – Special	Open Continuous	10-0097-0448
Instructional Aide – Special Substitute	Open Continuous	10-SUBS-0448
Lead Custodian – Open	Open	10-0083-0205
Lead Custodian – Promotional	Promotional	10-0083-0205
Nutrition Services Worker	Open Continuous	10-0005-5068
Supervisor – Autism Services	Open Continuous	10-0084-5046

OTHER ITEMS

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ANNUAL ELECTION OF PERSONNEL COMMISSION OFFICERS

Personnel Commission Rule 2.1.A states that “the Commission shall elect one of its members as Chairperson and another as Vice-Chairperson at the first meeting of each May.” In accordance with this rule the Commission elected Vera Mulkey to serve as Vice-Chairperson for the ensuing year.

RESOLUTION RECOGNIZING CLASSIFIED SCHOOL EMPLOYEES WEEK 2010

Chairperson Ulaszewski read aloud the Classified School Employee Week Resolution for the week of May 17 - May 21, 2010.

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 17-21, 2010 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Terry Ulaszewski
Chairperson

Chuck Acosta
Vice-Chairperson

Vera Mulkey
Member

CLOSED SESSION

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None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, May 27, 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 9:10 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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