



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

May 12, 2011  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL  
Terry Ulaszewski, Chairperson Present \_\_\_\_\_  
Vera Mulkey, Vice-Chairperson Present \_\_\_\_\_  
Linda Vaughan, 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
  - 6.1 Public Hearing – Personnel Commission Budget
7. MINUTES
  - 7.1 Approval of Minutes for April 14, 2011 and April 28, 2011 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Classification/Restructure Recommendations per Education Code 45256 Action
  - 8.2 Meeting Dates of the Personnel Commission 2011-2012
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
10. Other Items
  - 10.1 Adoption of Resolution Regarding Classified Employee Week
  - 10.2 Annual Election of Officers per Personnel Commission Rule 2.1.A
11. The next regular meeting of the Personnel Commission will be held on Thursday, May 26, 2011 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
  - 12.1 Performance Evaluation of the Acting Personnel Commission Administrator
13. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for April 14, 2011  
Minutes for April 28, 2011

PAGE: 7.1.1 – 7.1.7

Date: May 12, 2011

Reason for  
Consideration: Action

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

Chairperson Terence Ulaszewski called the meeting of the Personnel Commission to order at 8:17 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terence Ulaszewski, Chairperson  
Vera Mulkey, Vice-Chairperson  
Linda Vaughan, Member

STAFF MEMBERS PRESENT

Marilyn Balmer, Acting Personnel Commission Administrator  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Ericka Emery, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Silaue Taeleifi, Human Resources Technician  
Susan Brister, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary  
Lori Gamble, Senior Administrative Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Val Pharr, CSEA Chapter 2 President, Adrienne Rambo, CSEA Vice President – Unit A; and Dan Ewaskey, CSEA Vice President – Unit B, Elliot Moore, CSEA Site Rep Coordinator.

HEARING OF PUBLIC TESTIMONY AND  
QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

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QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

None

Marilyn Balmer, Acting Personnel Commission Administrator, greeted those assembled and reported that she and Susan Leaming, Personnel Analyst, attended the Certificated Hearings at Wilson High School on April 12. Ms. Balmer stated that the process was very interesting and that they observed the cross-examination of Ruth Ashley, Assistant Superintendent-Human Resource Services, regarding the certification status of some teachers who were being bumped or retained. Ms. Balmer thanked Chairperson Ulaszewski for recommending that they attend.

Ms. Balmer announced that the deadline for the Classified Employee of the Year Nominations has been extended from April 15 to April 22 due to schools preparing for testing. She reported that donations are coming in for the Classified Employee Ice Cream Social, sharing that IKEA is donating three pallets of items.

Ms. Balmer wished Vice-Chairperson Mulkey a happy birthday and asked that everyone join in singing Happy Birthday. Vice-Chairperson Mulkey thanked everyone.

Ms. Balmer reported that the fire alarm sounded last week and the building was evacuated safely. The fire department arrived and after conducting a walk-through reported that a repairman working on the elevator tripped the alarm and that there was no danger of fire. Everyone was permitted to reenter the building.

Ms. Balmer received an email from California Schools Personnel Commissioners Association notifying members that Los Angeles Unified is sponsoring Assembly Bill 1269. This legislation would change the section of the Education Code which addresses the effects of layoff and reemployment, as the legislation would view seniority rather than reverse order of layoff. Ms. Balmer stated that Long Beach Unified was mentioned as one of the merit system commissions in the Bill. She distributed copies of the email to the Commissioners and CSEA, and said the management team will review the legislation at their next meeting.

Chairperson Ulaszewski further explained that there are two portions of the Education Code that are not in agreement, which causes confusion in reemployment after layoff.

Ms. Balmer also reported that staff is working with the Graphic Arts department on an ad for the Most Inspiring Student Tribute Program.

Ms. Balmer recommended that the Commissioners consider having a special meeting on April 28 to schedule a public hearing of the Personnel Commission Budget for 2011-2012.

Ms. Balmer asked the managers to provide reports of their division's activities. She began saying that the Chief Business and Financial Officer recruitment is due to close next Thursday April 21, and that five applications have been received to date. The recruitment is now posted on Monster.com and in the San Francisco Chronicle.

Maria Braunstein, Associate Personnel Analyst, reported that staff are in the process of opening several new recruitments. She stated that staff are transitioning from Sigma to

ScanBooks which reads and scores applicant tests and automatically uploads the scores to NeoGov facilitating eligibility list creation. Ms. Braunstein thanked Shelley Scott, Human Resources Technician, for her assistance with the Nutrition Services recruitments.

Chairperson Ulaszewski asked if the NeoGov server is at the site and is it backed up. Ms. Braunstein responded that the NeoGov server is hosted by NeoGov off site and it is backed up.

Ms. Leaming reported that she is working with Nutrition Services to create a new classification for a Nutrition Services accounting position. She continued saying staff is working on preparing updated salary booklets. She reported that she continues to analyze the department budget for 2011-2012 and is preparing the County documents for submission. Ms. Leaming stated that the Commission website has been updated with Commissioner Vaughan's picture.

Dale Culton, Certification Services Manager, reported that he was able to return two people to positions from the reemployment list. He reported that staff are returning more sub custodians to the sub list. Mr. Culton stated that they may have difficulty meeting the deadline to notify employees of summer school assignments as the District is meeting with CSEA on May 2 to discuss calculation of seniority for summer assignments. He explained that summer assignments for this year can not be determined until an agreement is reached.

Mary Cates, Human Resources Supervisor, reported that due to the limited number of summer positions available, classified employees are anxiously waiting to hear if they will have an assignment. Ms. Cates explained that it was indicated on the summer application that notification of summer assignments would be made no later than June 3<sup>rd</sup>. Depending on how quickly an agreement is reached; they may not meet the deadline.

Chairperson Ulaszewski asked Val Pharr, CSEA Chapter 2 President, if there is an easy solution that can be resolved quickly. Ms. Pharr responded that CSEA is looking at how seniority credit is applied when position titles change as a result of a reclassification.

Mr. Culton explained that the language in the contract for summer assignments stipulates that seniority is calculated as time in their current classification for assignments in that classification.

Ms. Pharr stated that Superintendent Steinhauser met with CSEA and he understands the decisions employees may need to make regarding employment for the summer.

Chairperson Ulaszewski reported that in his meeting with Superintendent Steinhauser, the Superintendent said that Ms. Leaming and Ms. Balmer are doing an excellent job and the department has not skipped a beat in the interim of recruiting an Executive Officer.

## HEARINGS

HEARINGS

None

## MINUTES

## MINUTES

Vice-Chairperson Mulkey moved to approve the minutes of March 31, 2011 noting a correction of a date, (7.1 page 1 March 31, 2010 should have been March 31, 2011). The motion was seconded by Commissioner Vaughn and passed unanimously.

## RECLASSIFICATION REQUESTS TEMPORARY FREEZE

## RECLASSIFICATION REQUESTS TEMPORARY FREEZE

Chairperson Ulaszewski asked if Ms. Pharr had any additional thoughts on the temporary freeze of reclassification requests. Ms. Pharr stated that she hopes that this does not become a permanent freeze. The Chairperson proposed that a deadline date be inserted into the memo and CSEA was in agreement. Chairperson Ulaszewski moved to accept staff recommendation to institute a temporary freeze of individual reclassification requests until November 30, 2011. Commissioner Vaughan seconded the motion and it was passed unanimously.

## BULLETINS

## BULLETINS

None

## 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. Chairperson Ulaszewski requested that the eligibility list of the Executive Officer of the Personnel Commission & Classified Employment be moved to closed session for discussion. It was moved by Vice-Chairperson Mulkey to move the Executive Officer eligibility list for discussion in closed session and approve the following eligibility lists. The motion was seconded by Chairperson Ulaszewski and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Glazier	Dual	11-0077-0111	04/13/2012
Instructional Aide – Special	Open Continuous	11-0072-0448	04/08/2012
Instructional Aide – Special Substitute	Open Continuous	11-SUBS-0448	04/08/2013
Instructional Assistant Intensive Behavioral Treatment	Open Continuous	11-0071-5035	10/06/2011
Instructional Assistant Intensive Behavioral Treatment	Open Continuous	11-0076-5035	10/12/2011
School Data Technician	Dual	11-0078-3360	04/05/2012

## OTHER ITEMS

## OTHER ITEMS

None

## CLOSED SESSION

CLOSED SESSION

Chairperson Ulaszewski adjourned the regular meeting and went into Closed Session at 8:48 a.m. to discuss the items listed on the agenda and the eligibility list of the Executive Officer.

## RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:43 a.m. The following reportable actions were taken.

Commissioner Vaughan moved to approve the eligibility list of the Executive Officer. The motion was seconded by Vice-Chairperson Mulkey and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Executive Officer, Personnel Commission & Classified Employment	Dual	11-0079-5095	04/14/2012

## NEXT MEETING

NEXT MEETING

The Commission scheduled a special meeting of the Personnel Commission on Thursday, April 28, 2011 at 8:00 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

The next regular meeting of the Personnel Commission will be held on Thursday, May 12, 2011 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

## ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 9:44 a.m.

Respectfully submitted,

*Signature on File in the Personnel Commission Offices*

Marilyn Balmer

Acting Personnel Commission Administrator

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**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Special Meeting of April 28, 2011**

Training Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, California

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:02 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

Terry Ulaszewski, Chairperson  
Vera Mulkey, Vice-Chairperson  
Linda Vaughan, Commissioner

**STAFF MEMBERS PRESENT**

Marilyn Balmer, Acting Personnel Commission Administrator  
Lori Gamble, Senior Administrative Secretary  
Maria Braunstein, Associate Personnel Analyst  
Susan Leaming, Personnel Analyst

**PRELIMINARY**

**PRELIMINARY**

Guests: Ron Fortson, Interim Chief Business and Financial Officer, Les Leahy, Business Services Administrator

**SET PUBLIC HEARING**

**SET PUBLIC HEARING**

Chairperson Ulaszewski stated that the purpose of this special meeting was to set the public hearing to discuss the 2011 – 2012 budget for the Personnel Commission. Commissioner Vaughan motioned to set the meeting for May 12, 2011 at 8:15 a.m., Vice-Chairperson Mulkey seconded the motion and it was passed unanimously.

**CLOSED SESSION**

**CLOSED SESSION**

The Personnel Commission adjourned to Closed Session at 8:05 a.m. to review the materials for the Executive Officer, Personnel Commission recruitment.

**RETURN TO OPEN SESSION**

**RETURN TO OPEN SESSION**

The Personnel Commission returned to Open Session at 8:40 a.m. There were no reportable actions.

**NEXT MEETING**

**NEXT MEETING**

The next regular meeting of the Personnel Commission will be held on Thursday, May 12, 2011 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 8:41 a.m.

Respectfully submitted,

*Signature on File at the Personnel Commission Offices*

Marilyn Balmer

Acting Personnel Commission Administrator

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