



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

May 26, 2011
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
Vera Mulkey, Chairperson Present _____
Linda Vaughan, Vice-Chairperson Present _____
Terry Ulaszewski, 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 12, 2011** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45256**
Abolishment of Classification Action
Babysitting Advisor – CBETP
 - 8.2 **Revision of Personnel Commission Rule 7.1 (First Reading)** Action
Rule 7.1 Probationary Status
 - 8.3 **Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7** Restricted Action
 - 8.4 **Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.6 and 4.2.A.7** Restricted Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	
Accounting Technician	Dual	11-0105-0750	
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Assistant Intensive Behavioral Treatment	Open Cont	11-0090-5035	11/26/2011
Kids Club Lead Assistant	Dual	11-081-0515	05/06/2012
Nutrition Services Operations and Training Specialist	Dual	11-0091-5062	05/17/2012
Supervisor – Autism Services	Open Cont	11-0050-5046	05/26/2012

10. OTHER ITEMS
 - 10.1 **Presentation of Personnel Commission Employee of the Year** **Action**
11. The next regular meeting of the Personnel Commission will be held on Thursday, June 9, 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 **Public Employee Appointment: Executive Officer, Personnel Commission and Classified Employment**
 - 12.2 **Performance Evaluation of the Acting Personnel Commission Administrator**
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for May 12, 2011

PAGE: 7.1.1 – 7.1.8

Date: May 26, 2011

Reason for
Consideration: Action

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 8:15 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
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; d'Ann Madore, CSEA Labor Relations Representative; Elliot Moore, CSEA Site Rep Coordinator; Cecelia Slater, Nutrition Services Director; Delisa Brister, Administrative Secretary; Chris Dozier, Long Beach Unified School District (LBUSD) employee; and Michelle Dozier, LBUSD employee.

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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Marilyn Balmer, Acting Personnel Commission Administrator, greeted those assembled and reported an agreement was reached in the mediation between the District and CSEA regarding the calculation of hours in class for Intermediate Office Assistant – Schools to determine summer assignments. Due to the recently completed mediation, the previously advertised June 3rd date for mailing summer assignment notices to employees may not be met. Notification of the possible delay will be in the next Blue Bulletin. Chairperson Ulaszewski asked when summer school starts and Mary Cates, Human Resources Supervisor, responded that it begins June 27.

Ms. Balmer reported she attended the last Board of Education meeting where the Board approved final layoff notices for 789 certificated employees. Ms. Balmer commented on an email the Superintendent sent on Wednesday highlighting the cruel irony of California Day of the Teacher and Classified Employee Week in the wake of laying off staff.

Ms. Balmer updated the Commission on the May 20 Classified Employee Week ice cream social event and shared that a new flyer just went out to all sites. She also reported the Classified Employee of the Year selection committee completed its review of the 2011 nominees, and the winner will be announced at the event.

Chairperson Ulaszewski asked how many applications were received for the Chief Business and Financial Officer position. Ms. Balmer responded that 14 applications were received and are being reviewed by Ruth Ashley, Assistant Superintendent, Human Resource Services.

Chairperson Ulaszewski asked for an update on Assembly Bill 1269. Ms. Balmer mentioned that she had discussed this with CSEA at their meeting yesterday and d'Ann Madore, CSEA Labor Relations Representative, had looked up the status online. Ms. Madore told the Commission that the bill is still in the assembly and that she has not had an opportunity to find out what CSEA's position is on it. Dan Ewaskey, CSEA Unit B – Vice President, said he believed the bill was going for a second reading.

HEARINGS

HEARINGS

PUBLIC HEARING FOR THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2011-2012

PUBLIC HEARING FOR THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2011-2012

Chairperson Ulaszewski opened the public hearing on the Personnel Commission budget and asked if there were comments from the audience regarding the proposed budget. Mr. Ewaskey stated that the Commission needs more money.

Chairperson Ulaszewski asked if the Acting Personnel Commission Director had any comments. Ms. Balmer explained that the Commission, in accordance with California Education Code section 45253, prepares an annual budget for its own office and once the budget is approved by the County Superintendent of Schools it is included by the governing board in the regular budget of the district. She explained the Commission is required to conduct a public budget adoption hearing no later than May 30 of each year.

Ms. Balmer gave a brief overview of the 2011-2012 Commission budget items, explaining the proposed budget does not have specific cuts and will be the same as last year with the exception of an increase in benefits costs which affect the entire district, not just the

Commission. Ms. Balmer clarified that as the Commission has done in the past, they will explore methods to reduce the budget if and when the State budget crisis warrants such action. She explained the Commission is well aware there is an agreement in place between the District and CSEA that no bargaining unit positions will be abolished unless certain criterion is met. One of these criteria is a drop in Average Daily Attendance (ADA) of fifty dollars per student and if this happens, the Commission may have to make some difficult decisions. Ms. Balmer recommended the Commission adopt the \$1,608,293 budget for the 2011-2012 fiscal year.

Vice-Chairperson Mulkey stated that this proposed budget was not an arbitrary decision, that a lot of time was spent preparing it. She further stated that the Commission has always been considerate of budgetary concerns but it has come to a point where submitting this budget is what the Commission must do to remain viable.

Chairperson Ulaszewski asked if there were any other questions or comments from the floor regarding the proposed budget and hearing none asked for a motion. Vice-Chairperson Mulkey moved to submit the proposed budget. The motion was seconded by Member Vaughan and passed unanimously. Chairperson Ulaszewski then closed the public hearing.

MINUTES

MINUTES

Chairperson Ulaszewski asked if there were any questions or comments from the floor regarding the minutes and hearing none asked for a motion. Member Vaughan moved to approve the minutes of April 14 and April 28, 2011. The motion was seconded by Vice-Chairperson Mulkey and passed unanimously.

CLASSIFICATION / RESTRUCTURE

CLASSIFICATION / RESTRUCTURE

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submitted a report for a new classification for Nutrition Services Accounting Manager for the Nutrition Services Branch.

Susan Leaming, Personnel Analyst, gave a summarized report regarding the proposed new classification of Nutrition Services Accounting Manager.

Chairperson Ulaszewski asked if there are any Accounting Manager incumbents in the District. Ms. Leaming responded that the classification is vacant. Chairperson Ulaszewski asked if the old Accounting Manager classification should be abolished since it was vacant and Ms. Leaming responded she would need to discuss that possibility with Betty Ng, Financial Services Officer.

Chairperson Ulaszewski asked for a motion. Member Vaughan moved to approve the report as presented. The motion was seconded by Vice-Chairperson Mulkey and passed unanimously.

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Nutrition Services Accounting Manager

ALLOCATE A NEW CLASSIFICATION

ALLOCATE A NEW CLASSIFICATION

Nutrition Services Accounting Manager – Salary Range 42 (M2)

MEETING DATES OF THE PERSONNEL COMMISSION FOR 2011 – 2012

MEETING DATES OF THE PERSONNEL
COMMISSION FOR 2011 - 2012

Staff submitted the following dates for 2011-2012 Personnel Commission meetings. All meetings are held on Thursdays at 8:15 a.m. at the Personnel Commission Office.

2011

July 7
July 21

August 4
August 18

September 1
September 15
September 29

October 13
October 27

November 10

December 8
December 22

2012

January 5
January 19

February 2
February 16

March 1
March 15
March 29

April 12
April 26

May 10
May 24

June 7
June 21

The Personnel Commission acted to unanimously adopt the proposed 2011-2012 Personnel Commission meeting dates, but clarified they may need to add or cancel meetings as needed through the year.

BULLETINS

BULLETINS

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. Chairperson Ulaszewski asked for a motion. It was so moved by Vice-Chairperson Mulkey, and then Chairperson Ulaszewski asked for discussion.

Dan Ewaskey, CSEA Vice President Unit B, stated that he is concerned the Plumber position is only a 217-day flex and not a 12-month position. Mr. Ewaskey believes trades positions should

all be year-round, 100%, 12-months. Chairperson Ulaszewski asked how many Maintenance positions were now 10-months. Ms. Leaming explained that recently the Hiring Freeze Committee had been approving most positions as 217-day flex. Ms. Madore mentioned that it will be difficult to fill trades positions as 10-month because skilled tradespeople are looking for full-time work to support their families.

Member Vaughan asked if the 217-day calendar can be revisited for the trades positions even though there is a freeze. Mr. Culton responded that sites can always increase calendars in the future when the budget is better.

Chairperson Ulaszewski closed the discussion and the bulletins were unanimously ratified.

<u>Title</u>	<u>Type</u>	<u>Number</u>
Heavy Truck/Bus/Auto Mechanic	Promotional	11-0104-3310
Nutrition Services Worker	Open Continuous	
Plumber	Dual	11-0094-0242
School Safety Comm. Operator	Dual	11-0100-5013
Transportation Scheduler	Promotional	11-0101-5040
Truck Driver	Dual	11-0106-0392

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. Vice-Chairperson Mulkey moved for approval. The motion was seconded by Member Vaughan and passed unanimously.

<u>Title</u>	<u>Type</u>	<u>Number</u>	<u>Expires</u>
ASB Financial Technician	Dual	11-0082-0751	4/22/2012
Instructional Aide – Special	Open Cont	11-0080-0448	4/18/2012
Instructional Aide – Special	Open Cont	11-0089-0448	5/09/2012
Instructional Aide – Special Substitute	Open Cont	11-SUBS-0448	4/18/2013
Instructional Aide – Special Substitute	Open Cont	11-SUBS-0448	5/09/2013
Intermediate Nutrition Services Wkr	Dual	11-0083-5058	4/20/2012
Nutrition Services Supervisor I	Dual	11-0085-5064	4/20/2012
Nutrition Services Supervisor II	Dual	11-0086-5065	4/20/2012
Nutrition Services Supervisor III	Dual	11-0087-5066	4/20/2012
Nutrition Services Worker	Dual	11-0074-5068	5/02/2013
Senior Nutrition Services Worker	Dual	11-0084-5071	4/20/2012

Chairperson Ulaszewski read aloud the Classified School Employee Week Resolution for the week of May 16 - 20, 2011.

**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 16 -20, 2011 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Terry Ulaszewski
Chairperson

Vera Mulkey
Vice-Chairperson

Linda Vaughan
Member

Chairperson Ulaszewski thanked and congratulated all classified employees for their hard work during the past year. He stated that the budget situation is affecting districts across the state and in an ideal world we would be fully staffed, employees would have great morale and be doing all kinds of illustrious things. He went on to say that the real challenge for employees during this time is to continue to do illustrious things by reconstructing morale, rallying the troops and doing the job that is required, educating our children. He thanked everyone for continuing, to the best of their abilities, to assure our children are educated.

CSEA Chapter 2 President, Valeeta Pharr mentioned that CSEA's theme for classified employee week is "Classified School Employees - The Heart and Sole of Education" and added that CSEA is making a donation towards the ice cream social event. Ms. Pharr thanked the Commissioners for their hard work and how much their work is appreciated.

CSEA Vice President – Unit B, Dan Ewaskey mentioned that classified employees have willingly done so much with so little for so long and now are expected to do everything with absolutely nothing.

The Personnel Commission acted to unanimously adopt the Resolution honoring Classified Employees during Classified Employee Week.

ANNUAL ELECTION OF PERSONNEL COMMISSION OFFICERS

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 Chairperson and Linda Vaughan as Vice-Chairperson.

OTHER ITEMS

OTHER ITEMS

CSEA Vice President - Unit A, Adrienne Rambo asked for an update on Summer School. Human Resources Supervisor, Mary Cates, responded that because of the mediation meeting held between the District and CSEA, letters may not meet the deadline of June 3rd and staff is reviewing the 902 applications that were submitted on time. Ms. Pharr mentioned that CSEA is working on changing the process of calculating seniority to date of hire rather than hours worked. Ms. Cates again mentioned that summer school starts June 27 and everything should be ready.

Ms. Balmer thanked Chairperson Ulaszewski for serving as a Chairperson for two consecutive years and also thanked Vice-Chairperson Mulkey for her service.

Vice-Chairperson Mulkey thanked Ms. Balmer and Ms. Leaming for doing an outstanding job as Acting Personnel Commission Administrators. She thanked Mr. Ulaszewski for serving as a Chairperson for two consecutive years and mentioned how pleased she was to have Ms. Linda Vaughan as a new Commissioner. Ms. Mulkey also welcomed back Valeeta Pharr, returning CSEA Chapter 2 President.

CLOSED SESSION

CLOSED SESSION

Chairperson Ulaszewski adjourned the regular meeting and went into Closed Session at 9:58 a.m. to discuss the item listed on the agenda and the appointment of the new Executive Officer, Personnel Commission and Classified Employment.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to open session at 10:17 a.m. and reported they agreed to continue the closed session matter regarding Public Employee Appointment: Executive Officer, Personnel Commission and Classified Employment.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 26, 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 10:18 a.m.

Respectfully submitted,

Marilyn Balmer
Acting Personnel Commission Administrator

MB/aa