

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES
Regular Meeting

March 19, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey Lewis, Chairperson, on Thursday, March 19, 2015 at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Linda Vaughan

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Stacey Lewis
Linda Vaughan
Terence Ulaszewski

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried unanimously, to approve the minutes of the Regular Meeting of March 5, 2015.

<u>Roll-Call vote</u>	<u>Ayes</u>	<u>Noes</u>
Linda Vaughan	X	
Terence Ulaszewski	X	
Stacey Lewis	X	

RECEIVE CORRESPONDENCE

Patricia Heineke, Interim Executive Officer informed the Commission there was one item of correspondence regarding the decision of a hearing. This item has been referred to Human Resource Services.

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM EXECUTIVE OFFICER

Interim Executive Officer Heineke reported, Classified Employee of the Year nominations are now being accepted. The Classified Employee Celebration will be held on May 22, 2015 from 11:00 a.m. – 2:00 p.m., and will have a country theme. Donations supporting the event are being received from administrators and vendors.

Ms. Heineke said she is collecting information from other districts on how they screen applications as she is looking at revising the standards. She also provided the Commission information on current legislation.

Ms. Heineke talked about the number of Instructional Aide-Special employees listed on the Board of Education agenda as resigning during the probationary period. Commissioner Lewis suggested face-to face exit interviews be conducted with individuals who resign during the probationary period.

Dale Culton, Certification Services Manager, reported, Marin Loeun, provisional Human Resources Technician, coordinated group interviews on March 12th, to fill Instructional Aide-Special vacancies. Of the 24 individuals who were invited to

interview, 17 accepted probationary assignments and 4 processed to work as substitutes. As a result the number of Instructional Aide-Special vacancies has been reduced to 20. In addition, since January 2015, 32 substitute Custodians have been hired and an additional 18 have been processed and are waiting on start dates.

Mary Cates, Human Resources Supervisor, reported 685 applications for Summer employment had been received as of March 17th. The deadline to submit Summer School applications is 4:30 p.m. on March 20, 2015.

Maria Lynn Braunstein, Personnel Analyst, reported staff is currently working on recruiting and testing for 30 classifications with an additional 14 recruitments in line to be opened soon.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve consent agenda items 1-19 except for item 4, 7, 14 and 15 which were pulled for further discussion.

1. **RATIFY** job announcement bulletin for Assistant Director – Fiscal Services
2. **RATIFY** job announcement bulletin for Child Nutrition Specialist
3. **RATIFY** job announcement bulletin for Custodian Assistant
5. **RATIFY** job announcement bulletin for Purchasing Agent
6. **APPROVE** the certification of Associate Educational Research Analyst eligibility list established March 11, 2015
8. **APPROVE** the certification of Custodian eligibility list established March 11, 2015
9. **APPROVE** the certification of Custodian eligibility list established March 11, 2015
10. **APPROVE** the certification of Custodian eligibility list established March 11, 2015
11. **APPROVE** the certification of Instructional Aide - Special eligibility list established March 16, 2015
12. **APPROVE** the certification of Intermediate Office Assistant BL Spanish eligibility list established March 11, 2015
13. **APPROVE** the certification of Intermediate Office Assistant – Schools BL – Spanish eligibility list established March 11, 2015

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify and approve consent agenda items 4, 7, 14 and 15.

4. **RATIFY** job announcement bulletin for Human Resources Technician
7. **APPROVE** the certification of Computer Support Technician eligibility list established March 12, 2015

14. **APPROVE** the certification of School Safety Officer eligibility list established March 11, 2015
15. **APPROVE** the certification of Warehouse Materials Processor eligibility list established March 16, 2015

OLD BUSINESS

Valeeta Pharr, CSEA Chapter 2 President, reported she met with Superintendent Steinhauser and presented him a copy of the Personnel Commission Technology needs report.

NEW BUSINESS

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the first reading of the revisions to the Rules and Regulations of the Classified Service Rule 10.1.C and Rule 10.9.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation for the abolishment of the following Classifications:

Attendance Service Field Assistant
Attendance Service Field Assistant - BL Spanish
Attendance Service Field Assistant - BL Khmer

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the adoption and allocation, and abolishment of the Head Start classifications as follows:

ADOPT the classification of Head Start Senior Family Services Liaison
ALLOCATING the classification to salary range 18 (C1)

ABOLISH the following classifications:
Head Start Family Child Care Manager
Head Start Support Services Manager
Head Start Disability/Mental Health Assistant

The Commission moved items 4 - 11 of New Business to Closed Session.

4. **APPROVE** the recommendation to remove from eligibility list ID 22318258
5. **APPROVE** the recommendation to remove from eligibility list ID 2722941
6. **APPROVE** the recommendation to remove from eligibility list ID 19512713
7. **APPROVE** the recommendation to remove from eligibility list ID 15067691
8. **APPROVE** the recommendation to remove from eligibility list ID 6966327
9. **APPROVE** the recommendation to remove from eligibility list ID 5904164
10. **APPROVE** the recommendation to remove from eligibility list ID 162285765
11. **APPROVE** the recommendation to remove from eligibility list ID 21156821

OTHER ITEMS

Ms. Pharr informed the Commission, Mr. Ozzie Rios, CSEA 2nd Vice-President, will be representing CSEA on the Classified Employee of the Year selection committee.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission will be April 2, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION The Personnel Commission retired into closed session at 8:59 a.m. to consider New Business items 4 -11.

OPEN SESSION The Personnel Commission returned to open session at 9:15 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 22318258.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 2722941, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after September 2015.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 19512713.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 15067691.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 6966327.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 5904164.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 16285765.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 21156821.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:17 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Stacey Lewis, Chair

Patricia Heineke, Interim Executive Officer