

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

MINUTES
Regular Meeting

May 28, 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, May 28, 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 Stacey Lewis.

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan
Stacey Lewis

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 May 14, 2015.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM EXECUTIVE OFFICER

Patricia Heineke, provided an update on the Instructional Aide - Special assignments approved by the Board of Education on May 26, stating the Board approved 10 probationary Instructional Aide Special positions, 5 substitute Instructional Aide Special positions and terminated the employment of 1 Instructional Aide Special.

Ms. Heineke said the Classified Employee Celebration luncheon held on May 22nd was wonderful and announced Dewayne Hundley, Custodian at Lakewood was named the Classified Employee of the Year. Approximately 700 employees attended the event. Ms. Lewis thanked Mr. Ulaszewski for representing the Commission and commended Mr. Hundley, the Classified Employee of the Year and all Classified employees for all their hard work. Ms. Heineke thanked Maria Lynn Braunstein for her role and participation in the organization of the Classified Employee Celebration.

Ms. Balmer announced the recruitment for Personnel Analyst is currently open. She also reported the list for Human Resources Technician has been created and will be used to fill vacancies at Human Resource Services and the Personnel Commission.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify and approve the consent agenda items.

RATIFY job announcement bulletin for Chief Broadcast Engineer

RATIFY job announcement bulletin for Personnel Analyst

RATIFY job announcement bulletin for Research Testing Materials Supervisor

RATIFY job announcement bulletin for Student Evaluation Technician

APPROVE the certification of Assistant Director – Fiscal Services eligibility list established May 27, 2015

APPROVE the certification of Custodian (Avalon) eligibility list established May 27, 2015

APPROVE the certification of Groundskeeper (Avalon) eligibility list established May 27, 2015

OLD BUSINESS
MEETING DATES OF THE
PERSONNEL COMMISSION
2015 - 2016

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** option A. All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

| 2015 | 2016 |
|---------------------------------------|---------------------------------|
| July 9 July 23 | January 7 January 21 |
| August 6 August 20 | February 4 February 18 |
| September 3 September 17 | March 3 March 17 March 31 |
| October 1 October 15 October 29 | April 14 April 28 |
| November 12 | May 12 May 26 |
| December 10 | June 9 June 23 |

The regular biweekly meeting of the Personnel Commission on November 26th and December 24th are scheduled on designated holidays. The Commission may elect to hold these meetings on alternate dates.

RESCIND ELIGIBILITY
LIST

The Commission moved Old Business Item, Rescind the establishment of the certification of Telecommunications Technician eligibility list established May 7, 2015 to closed session as examination materials would be discussed.

NEW BUSINESS

None

OTHER ITEMS

Ms. Lewis announced the City of Long Beach is launching a paid internship program for individuals age 16 – 24. It will be housed through Pacific Gateway. The Mayor has vowed to bring on several interns. Anyone interested in an internship should visit: www.longbeach.gov

Ms. Balmer announced each year the Personnel Commission recognizes one of its staff members as Employee of the Year. Ms. Balmer gave accolades and presented the Personnel Commission Employee of the Year, Susan Learning.

The commissioners and guests thanked Ms. Learning for all her hard work. Mr. Ulaszewski thanked all employees who participated in the 15th annual Classified Employee Celebration luncheon. He also reported the Most Inspiring Students celebration was a great event.

SPECIAL MEETING

A special meeting of the Personnel Commission will be held on May 29, 2015, at 8:55 a.m. at 1515 Hughes Way, 4th Floor, Long Beach, CA 90810.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be June 11, 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 8:26 a.m. to consider Old Business Item 2, Rescind the establishment of the certification of Telecommunications Technician eligibility list established May 7, 2015.

OPEN SESSION

The Personnel Commission returned to open session at 8:50 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 **RESCIND** the establishment of the certification of Telecommunications Technician eligibility list established May 7, 2015.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:52 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Stacey Lewis, Chairperson

Patricia Heineke, Interim Executive Officer