

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

MINUTES

Regular Meeting

March 5, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, March 5, 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 February 19, 2015.

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

RECEIVE CORRESPONDENCE

No correspondence was received.

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM

Interim Executive Officer Heineke explained due to issues with the scanning of the agenda, it was sent out twice. The second version of the agenda included the backup materials.

Ms. Heineke reported the Classified Employee Celebration is scheduled for May 22, 2015, at the Teacher Resource Center. Commissioner Vaughan said she looks forward to attending.

Ms. Heineke also reported the next PCASC seminar is on June 5th.

Marilyn Balmer, Personnel Analyst, reported staff is working on several recruitments for trade jobs including: Telecommunications Technician, Plumber, Building Maintenance Worker and Building Maintenance Worker Driver.

Susan Leaming, Personnel Analyst, provided the Non-represented updated salary schedule reflecting the 5% increase. She also informed the Commission, directions/bus routes to the office are now posted on the Personnel Commission website. Ms. Leaming announced a CalPERS Retirement Planning Workshop is scheduled for May 11, 2015.

Dale Culton, Certification Services Manager, reported 43 probationary, and 40 substitutes were hired. Of the 43 probationary employees hired, 27 were Instructional Aide-Special appointments.

Mary Cates, Human Resources Supervisor, informed the Commission, 546 summer school applications have been received. The deadline to submit summer school applications is March 20, 2015.

Maria Lynn Braunstein, Personnel Analyst, announced the Executive Officer, Personnel Commission and Classified Employment recruitment is underway. Applications will be accepted through March 19, 2015. The position has been posted on the Edjoin, CSPCA, and CODSEP websites.

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 7 which was pulled for further discussion.

1. **RATIFY** job announcement bulletin for Building Maintenance Worker
2. **RATIFY** job announcement bulletin for Building Maintenance Worker/Driver
3. **RATIFY** job announcement bulletin for Campus Security Officer (Catalina Island)
4. **RATIFY** job announcement bulletin for Custodian (Catalina Island)
5. **RATIFY** job announcement bulletin for Groundskeeper (Catalina Island)
6. **RATIFY** job announcement bulletin for Executive Director – Fiscal Services
8. **RATIFY** job announcement bulletin for Plumber
9. **RATIFY** job announcement bulletin for Telecommunications Technician
10. **APPROVE** the certification of Choral Accompanist eligibility list established February 26, 2015
11. **APPROVE** the certification of Custodian eligibility list established February 25, 2015
12. **APPROVE** the certification of Custodian eligibility list established February 25, 2015
13. **APPROVE** the certification of Custodian eligibility list established February 25, 2015

14. **APPROVE** the certification of Instructional-Aide Special eligibility list established March 9, 2015
15. **APPROVE** the certification of Intermediate Office Assistant eligibility list established March 3, 2015
16. **APPROVE** the certification of Intermediate Office Assistant-Schools eligibility list established March 3, 2015
17. **APPROVE** the certification of School Support Secretary eligibility list established March 2, 2015
18. **APPROVE** the certification of School Support Secretary- Bilingual Spanish eligibility list established March 2, 2015
19. **APPROVE** the certification of Senior Executive Secretary eligibility list established February 26, 2015

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify consent agenda item 7.

7. **RATFY** job announcement bulletin for Executive Officer Personnel Commission and Classified Employment

OLD BUSINESS

None

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 adoption of the new classification of Senior Locksmith allocating the classification to salary range 34 (C2).

The Commission moved items 2 - 4 of New Business to Closed Session.

2. **APPROVE** the recommendation to remove from eligibility list ID # 7516420
3. **APPROVE** the recommendation to remove from eligibility list ID # 21042709
4. **APPROVE** the recommendation to remove from eligibility list ID # 16553497

OTHER ITEMS

Commissioner Lewis invited her fellow Commissioners to a reception hosted by Long Beach Mayor Garcia.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be March 19, 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 8:40 a.m. to consider New Business items 2 -4.

OPEN SESSION

The Personnel Commission returned to open session at 9:00 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# 7516420.

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# 21042709, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after 6 months has elapsed.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, to **APPROVE** the recommendation to remove from eligibility list ID# 16553497 but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after February 2017. The motion carried with Mr. Ulaszewski and Ms. Vaughan voting aye and Ms. Lewis voting no.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:02 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Linda Vaughan, Vice-Chair

Patricia Heineke, Interim Executive Officer