

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

MINUTES

Regular Meeting

June 25, 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, June 25, 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:           Stacey Lewis  
                      Terence Ulaszewski  
                      Linda Vaughan

STAFF MEMBERS  
PRESENT

Anne Follett, Human Resources Technician; Marilyn Balmer, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Susan Brister, Human Resources Technician; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Marin Loeun, Human Resources Technician; Judith Lopez, Human Resources Technician.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Juan Garcia, CSEA Chief Job Steward; d'Ann Madore, CSEA Labore Relations Representative; Valeeta Pharr, CSEA Chapter 2 President; Adrianne Rambo, CSEA Vice-President – Unit A.

MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried unanimously, to approve the minutes of the Regular Meeting of June 11, 2015.

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

MINUTES OF SPECIAL  
MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried unanimously, to approve the minutes of the Regular Meeting of May 29, 2015.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM INTERIM

Marilyn Balmer, Interim Executive Officer, reported on items of interest from the Board of Education meeting on June 18, 2015. Several administrative changes were approved, nine students participating in the ACT-SO program will be visiting Philadelphia to participate in the Scientific Olympics, Henry Elementary has earned national honors for their Spanish dual immersion program and LBUUSD Class of 2015 have received over 96 million dollars in scholarships.

Ms. Balmer also provided an update on the painting project for the Monroe site. The painting will occur in 2 phase. Phase 1 will be the lead stabilization and removal. During this phase all rooms, doors and windows to the outside must remain closed and sealed. Phase 2 is the painting phase and odorless paint will be used. The commissioners and guests were concerned and asked if Phase 1 of the project could be completed on the weekend when no staff or guests are on site. Staff was directed to gather additional information and explore if there are other options such as adjusted work schedules during the project.

Maria Braunstein, Personnel Analyst, reported she, Marin Loeun, Human Resources Technician, and Kasey Noble, Human Resources Technician attended the Long Beach Job Fair hosted by Pacific Gateway. The event was organized very well and attended by over 1000 job seekers.

Mary Cates, Human Resources Supervisor, provided the Commission an update on the status of summer school and assignments.

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 agenda items 1, 5, 6, 7, 8, 9, 10, 11, and 12.

1. **RATIFY** job announcement bulletin for Campus Security Officer

5. **RATIFY** job announcement bulletin for Intermediate Office Assistant- Bilingual Spanish

6. **RATIFY** job announcement bulletin for Intermediate Office Assistant- Schools Bilingual Spanish

7. **RATIFY** job announcement bulletin for Plant Supervisor I

8. **APPROVE** the certification of Custodian eligibility list established June 17, 2015

9. **APPROVE** the certification of Elementary School Office Supervisor eligibility list established June 26, 2015

10. **APPROVE** the certification of Instructional Aide-Special eligibility list established June 12, 2015

11. **APPROVE** the certification of School Safety Officer eligibility list established June 11, 2015

12. **APPROVE** the certification of Senior Locksmith eligibility list established June 23, 2015

After discussion a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify consent agenda items 2, 3 and 4.

2. **RATIFY** job announcement bulletin for High School Office Supervisor

3. **RATIFY** job announcement bulletin for Intermediate Office Assistant

4. **RATIFY** job announcement bulletin for Intermediate Office Assistant-Schools

#### 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 temporary upgrade of Marilyn Balmer to Interim Executive Officer, Personnel Commission and Classified Employment, effective June 12, 2015

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to abolish the classification of Receptionist

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 creation and abolishment of the following:

Abolish the classification of Textbook/Library Services Manager  
Create the classification of Textbook/Library Services Supervisor  
Allocate the classification of Textbook/Library Services Supervisor to salary range 27 S1

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 reclassification request and revision to classification specifications:

Reclassify the incumbent from: Executive Secretary (C) to Senior Executive Secretary (C)

Revise the classification specifications for Senior Executive Secretary (C) and Executive Secretary to the Superintendent/Board of Education (C)

#### OTHER ITEMS

Ms. Lewis and Ms. Vaughan thanked Mr. Ulaszewski and Ms. Braunstein for their work on the Executive Officer, Personnel Commission and Classified Employment recruitment. They also thanked Patricia Heineke for her service as the Interim Executive Officer.

Ms. Lewis spoke of the collaboration of the City of Long Beach and their commitment to supporting LBUSD students and the community. The city has launched several programs to benefit the students and the community including but not limited to the Summer Reading Program, Movies at the Beach and the Summer Concert series. She encouraged everyone to participate.

The Commissioners congratulated all LBUSD graduates and commended the District on the organization of the graduations.

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be July 9, 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 9:00 a.m. to discuss the appointment and employment of Executive Officer, Personnel Commission and Classified Employment.

OPEN SESSION

The Personnel Commission returned to open session at 9:11 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:12 a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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Stacey Lewis, Chairperson

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Marilyn Balmer, Interim Executive Officer