

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

MINUTES  
Regular Meeting

April 16, 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, April 16, 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

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 April 2, 2015.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM  
EXECUTIVE OFFICER

Ms. Heineke announced the Open House for the Personnel Commission Office has been scheduled for May 14, following the Commission meeting, and will be held jointly with the Child Development Office and Leadership Development.

Dale Culton, Certification Services Manager, reported the Board of Education will take action on April 21, to abolish 8 and reduce 1 position. Following the Board's action staff will prepare seniority lists and notify each individual of their rights. At this time we are unable to determine how many employees may be displaced.

Mary Cates, Human Resources Supervisor, reported staff is working on summer school staffing. Once assignments have been made all employees who submitted applications will be notified.

Maria Lynn Braunstein, Personnel Analyst, reported on current recruitment activities including examinations taking place and upcoming recruitments staff is working on opening. Additionally, staff is visiting Long Beach City College campuses to publicize all the positions for which we are currently accepting applications.

## 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. Discussion: Ms. Heineke provided the Commission a visual diagram of the Custodian recruitment completed on April 6, 2015. Of the 262 applications received, 16 individuals made it to the eligible list. Ms. Braunstein explained the reasons applications are screened out and the efforts staff has made to decrease the number of individuals who failed to appear to exams.

1. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
2. **RATIFY** job announcement bulletin for Mail Delivery Driver
3. **RATIFY** job announcement bulletin for Plant Supervisor High School
4. **RATIFY** job announcement bulletin for Risk Management Technician
5. **APPROVE** the certification of Custodian eligibility list established April 17, 2015
6. **APPROVE** the certification of Custodian eligibility list established April 17, 2015
7. **APPROVE** the certification of Intermediate Nutrition Services Worker eligibility list established April 15, 2015
8. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list established April 15, 2015
9. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list established April 15, 2015
10. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list established April 15, 2015

## OLD BUSINESS

1. **RESCIND** the action taken on March 19, 2015 to remove Person ID 5904164 from eligibility list. The Commission moved this item to closed session.

## NEW BUSINESS

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 revisions to the Rules and Regulations of the Classified Service Rule 10.1.C and Rule 10.9

## REVIEW / PUBLIC HEARING PERSONNEL COMMISSION BUDGET 2015 - 2016

Prior to the opening of the budget hearing, Ms. Heineke explained the background and process used in preparing the Personnel Commission budget. She explained the proposed budget reflects the establishment of two Human Resources Technicians and the proposed technology purchases to upgrade currently outdated systems in use. Ms. Heineke said she distributed the budget materials to the Commissioners and the Superintendent. According to Ms. Heineke, the Superintendent expressed his support for establishing one new Human Resources Technician position and the one time expenditure for technology. After discussion the Commission asked Ms. Heineke to update the budget to include the items the Superintendent expressed his support for and to include the increase in FTE to the Senior Administrative Secretary as this would not be a new position as it is a current position included in the budget.

Mr. Ulaszewski made a motion to reschedule the budget hearing with the requested changes. The motion was seconded by Ms. Vaughan. The motion carried with a unanimous vote of those present to reschedule New Business Item 2, "REVIEW and ADOPT Personnel Commission Budget for 2015-2016".

OTHER ITEMS Mr. Ulaszewski on behalf of the Commission and as a veteran expressed his sincere thanks to Mr. Culton for raising the flag each day.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission will be April 30, 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 8:44 a.m. to consider Old Business Item 1.

OPEN SESSION The Personnel Commission returned to open session at 9:09 a.m. The following reportable action was 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 action taken on March 19, 2015, to remove Person ID 5904164 from eligibility list.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:10 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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Patricia Heineke, Interim Executive Officer