

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

MINUTES
Regular Meeting

June 11, 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, June 11, 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: Terence Ulaszewski
Linda Vaughan
Absent: Stacey Lewis

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 May 28, 2015.

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

MINUTES OF THE SPECIAL
MEETING

The minutes of the Special Meeting of the Personnel Commission on May 29, 2015 were pulled and will be submitted for approval at the next meeting.

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

Valeeta Pharr, CSEA Chapter 2 President, presented Interim Executive Officer Patricia Heineke a certificate of appreciation from CSEA Chapter 2.

REPORT FROM INTERIM
EXECUTIVE OFFICER

Patricia Heineke, reported on items of interest from the Board of Education meeting on June 2, 2015. The Board approved 5 probationary Instructional Aide-Special assignments. Ms. Heineke also reported she presented the Classified Employee of the Year Finalist and the Employee of the Year to the Board for their recognition.

Ms. Heineke informed the Commission that as of the end of the day, she will have reached the maximum number of hours allowed under CalPERS. Therefore, she recommends the Commission temporarily upgrade Marilyn Balmer until the new Executive Officer, Personnel Commission and Classified Employment is selected and begins their assignment.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing unit has 23 exam segments scheduled through June 30 with 19 recruitments open. Our records show 191 recruitments have been opened this fiscal year.

Dale Culton, Certification Services Manager, thanked the Commissioners for providing staff the opportunity to attend the CSPCA mini-conference. Mr. Culton also thanked provisional Human Resources Technicians Marin Loeun and Kasey Noble for their efforts in filling Instructional Aide-Special vacancies.

Mary Cates, Human Resources Supervisor, reported 607 selections have been made for summer employment. All notices for summer selections have been sent out.

Susan Learning, Personnel Analyst, reported a new Classified Salary Schedule Booklet will be printed and distributed in the coming weeks. She also discussed several upcoming classification items and that the Child Care and Instructional job family study continues. The study is expected to be completed in the fall when employees return to their sites

CONSENT AGENDA
motion

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

RATIFY job announcement bulletin for Credential Services Specialist

RATIFY job announcement bulletin for Fiscal Services Analyst

RATIFY job announcement bulletin for Laborer

RATIFY job announcement bulletin for Telecommunications Technician

APPROVE the certification of Campus Security Officer eligibility list established June 1, 2015

APPROVE the certification of Custodian eligibility list established June 2, 2015

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APPROVE the certification of Executive Secretary (C) eligibility list established June 1, 2015

APPROVE the certification of Human Resources Technician eligibility list established June 4, 2015

APPROVE the certification of Plant Supervisor – High School eligibility list established June 10, 2015

OLD BUSINESS

None

NEW BUSINESS

The Commission moved items 1 - 2 of New Business to Closed Session.

1. **APPROVE** the recommendation to remove from eligibility list ID 5090527

2. **APPROVE** the recommendation to remove from eligibility list ID 21978728

OTHER ITEMS Ms. Pharr reported she met with Head Start regarding changes in the computerized enrollment system staff is using now.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission will be June 25, 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 8:52 a.m. to consider New Business Items 1 – 2 and to consider the appointment and employment of Executive Officer, Personnel Commission and Classified Employment.

OPEN SESSION The Personnel Commission returned to open session at 9:25 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# 5090527.

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# 21978728.

PUBLIC EMPLOYEE APPOINTMENT A motion was made to extend an offer of employment to a candidate for the position of Executive Officer, Personnel Commission and Classified Employment, and the motion carried with a unanimous vote of those present to **APPROVE**.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:30 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Linda Vaughan, Vice-Chairperson

Marilyn Balmer, Interim Executive Officer