

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

MINUTES
Regular Meeting

April 2, 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, April 2, 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: Linda Vaughan
Terence Ulaszewski
Absent: 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 March 19, 2015.

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

RECEIVE

Patricia Heineke, Interim Executive Officer, distributed the flyer for the CSPCA mini-conference scheduled for June 5, 2015.

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM EXECUTIVE OFFICER

Ms. Heineke reported, Commissioner Lewis provided her a contact in the I.T. department at the Port of Long Beach to inquire about a possible donation of technology. A list of the Personnel Commission's current technology needs was sent to the individual and she is awaiting a response. Ms. Heineke also contacted the LBUSD technology department to assure the proper procedures would be followed if donations are secured.

Additionally, in reviewing the possibility of face-to-face exit interviews for probationary Instructional Aide-Special employees who resign, Ms. Heineke found that these employees do not submit their resignations in person. Therefore, face-to-face exit interviews would be difficult. In light of this, Ms. Heineke has sent the individuals an email requesting additional information on their resignation during the probationary period.

Dale Culton, Certification Services Manager, reported staff processed 45 substitute employees and 42 probationary employees in March. Mr. Culton mentioned Track B schools will be off track April 3 through May 11. Intermediate Office Assistant-School employees working at Track B schools have been contacted and offered substitute work over the break.

Mary Cates, Human Resources Supervisor, reported a total of 851 applications were received for summer employment. Notices have been sent to several individuals who have submitted incomplete applications.

Susan Leaming, Personnel Analyst, reported 110 classified employees were trained in CPR and First Aid on April 1st. Since January, over 300 classified employees have received CPR & First Aid certification through the Personnel Commission Classified Staff Development program. The CPR and First Aid training was partially funded by Special Education.

Marilyn Balmer, Personnel Analyst, reported on current recruitment activities. Ms. Balmer explained the Elementary School Office Supervisor recruitment has historically opened as promotional only. A recent recruitment for Elementary School Office Supervisor did not provide enough candidates to fulfill the needs of the sites, therefore the new recruitment will be a dual recruitment and allow outside candidates to apply.

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 the consent agenda items. Discussion: Ms. Heineke talked about the number of Custodian applicants listed on the agenda. Noting 536 applications were listed as received, 382 were screened out, 101 failed to appear for the exam, 53 took the exam, and of those 11 failed and 42 passed and were placed on the eligible list. Ms. Heineke gave thanks to Kasey Noble and Marin Loeun, the provisional Human Resources Technicians, for their hard work in getting these recruitments completed and the employees processed.

1. **RATIFY** job announcement bulletin for Administrative Secretary
2. **RATIFY** job announcement bulletin for Administrative Secretary – Bilingual Spanish
3. **RATIFY** job announcement bulletin for Campus Security Officer
4. **RATIFY** job announcement bulletin for Executive Secretary (C)
5. **APPROVE** the certification of Custodian eligibility list established March 27, 2015
6. **APPROVE** the certification of Custodian eligibility list established March 27, 2015
7. **APPROVE** the certification of Custodian eligibility list established March 27, 2015
8. **APPROVE** the certification of Custodian eligibility list established March 27, 2015
9. **APPROVE** the certification of Elementary School Office Supervisor eligibility list established April 2, 2015
10. **APPROVE** the certification of Kids' Club Supervisor I eligibility list established March 31, 2015
11. **APPROVE** the certification of Kids' Club Supervisor II eligibility list established March 31, 2015

12. **APPROVE** the certification of Kids' Club Supervisor III eligibility list established March 31, 2015

OLD 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 certification of the revised Computer Support Technician eligibility list established March 12, 2015

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **RATIFY** job announcement bulletin extension for Executive Officer Personnel Commission and Classified Employment

NEW BUSINESS

New Business item 1, "APPROVE the revisions to the Rules and Regulations of the Classified Service Rule 10.1.C and Rule 10.9", was pulled for further discussion and consideration at the next Commission meeting.

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 revised classification specification for:

Building Maintenance Worker

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 revised classification specification for:

Personnel Analyst

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 Public Hearing date of April 16, 2015, for the proposed Personnel Commission Budget for 2015-2016. The hearing will be held at 4400 Ladoga Avenue, Lakewood, CA.

The Commission moved items 5 - 7 of New Business to Closed Session.

5. **APPROVE** the recommendation to remove from eligibility list ID 10492576

6. **APPROVE** the recommendation to remove from eligibility list ID 21917902

7. **APPROVE** the recommendation to remove from eligibility list ID 7708354

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, mentioned Adrienne Rambo will be honored as the CSEA Member of the Year event to be held on May 2nd at the Swiss Park Banquet Center in Whittier. Ms. Pharr invited Mr. & Mrs. Ulaszewski to attend the event.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be April 16, 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 8:48 a.m. to consider New Business items 5-7.

OPEN SESSION

The Personnel Commission returned to open session at 8:59 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# 10492576, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after July 2019.

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# 21917902, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after November 2019.

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# 7708354, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after August 2016.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Linda Vaughan, Vice-Chair

Patricia Heineke, Interim Executive Officer