

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

MINUTES

Regular meeting

July 23, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, July 23, 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 V. Lewis
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS PRESENT

Marilyn Balmer, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Susan Brister, Human Resources Technician; Ericka Emery, Human Resources Technician; Judith Lopez, Human Resources Technician; Kasey Noble, Senior Administrative Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Delisa Brister, Nutrition Services Operations Coordinator; Valeeta Pharr, CSEA Chapter 2 President.

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 July 9, 2015.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM INTERIM EXECUTIVE OFFICER

Marilyn Balmer, Interim Executive Officer, reported that at the Board of Education meeting on July 21, 2015, the Appointment of Kenneth Kato, Executive Officer, Personnel Commission and Classified Employment was approved. Ms. Balmer proceeded by recounting the discussion held at the Board meeting regarding Robert E. Lee school name change. Ms. Balmer provided the Commissioners with a copy of the new administrative assignments approved at the Board meeting.

Ms. Balmer also informed the commissioners of the painting project meeting with Arash Mir, Project Manager - Contractor, on Friday, July 10, 2015 who addressed staff concerns. She explained the safety precautions taken and mentioned how management is exploring locational alternatives for the Personnel Commission Lobby during this time.

Maria Braunstein, Personnel Analyst, informed the commission of an Educare School Planning meeting she attended. Ms. Braunstein updated the Commission on the classifications currently in recruitment, testing, and upcoming.

Dale Culton, Certification Services Manager, reported on the number of Instructional Aide – Special positions and vacancies for Custodian.

Mary Cates, Human Resources Supervisor, expressed the smooth payroll efforts on July 21, 2015, ensuring summer school employees are paid correctly and on time.

CONSENT AGENDA A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify and approve the consent agenda items 1, 2, 3, 4, 5, 6, 7, 8, 10, and 11. Item 9 was pulled due to pending appeals.

1. **RATIFY** job announcement bulletin for Accounting Technician
2. **RATIFY** job announcement bulletin for Purchasing Assistant
3. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant
4. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant - Bilingual Spanish
5. **APPROVE** the certification of Instructional Aide - Special eligibility list 15-0161-0448 established July 16, 2015
6. **APPROVE** the certification of Instructional Aide - Special eligibility list 15-0162-0448 established July 16, 2015
7. **APPROVE** the certification of Laborer eligibility list 15-0179-0204 established July 23, 2015
8. **APPROVE** the certification of Mail Delivery Driver eligibility list 15-0147-0219 established June 11, 2015
10. **APPROVE** the certification of Plant Supervisor II eligibility list 15-0156-5027 established July 7, 2015
11. **APPROVE** the certification of School Safety Operations Supervisor eligibility list 15-0157-5188 established July 24, 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 20267447
2. **APPROVE** the recommendation to remove from eligibility list ID 22234036

OTHER ITEMS Val Pharr enlightened the Commissioners and Personnel Commission staff on conversations she had with the Technology Information Systems Branch and Headstart offices to communicate upcoming staffing needs with Personnel Commission. She also expressed concern about the 3.8 hour Instructional Aide – Special positions and how she will continue to advocate for hours and benefits for our employees with the Board of Education members.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission will be August 6, 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 Consent

Agenda Item 9, New Business Items 1 – 2, and consider the appeals of disqualified candidates.

OPEN SESSION

The Personnel Commission returned to open session at 10:30 a.m.

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **GRANT** the appeal of applicant ID 7701484.

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **GRANT** the appeal of applicant ID 6373822.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** staff's recommendation to remove from eligibility list ID 20267447.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **GRANT** the appeal of applicant ID 22234036.

ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:37 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Stacey Lewis, Chairperson

Marilyn Balmer

Marilyn Balmer, Interim Executive Officer