

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

MINUTES

Regular Meeting

July 9, 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, July 9, 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

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

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Paul Bailey, Director of Transportation; Juan Garcia, CSEA Chief Job Steward; Ramona Hyde, Plant Supervisor II; Johnathan Mendoza, Plant Supervisor High School; Valeeta Pharr, CSEA Chapter 2 President; John Relich, Risk Management Benefits Coordinator;

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 25, 2015.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM INTERIM  
EXECUTIVE OFFICER

Marilyn Balmer, Interim Executive Officer, reported that on July 1, 2015, she met with the Superintendent who authorized the increase of Senior Administrative Secretary position from 37.5% to 50% FTE. Recruitment for this position will occur when the new Executive Officer arrives.

Ms. Balmer also provided an update on the painting project; Arash Mir, Project Manager - Contractor, will meet with staff on Friday, July 10, 2015 to address any concerns.

Dale Culton, Certification Services Manager reported on the Food Bio Terrorism session he attended hosted by Nutrition Services. He explained Nutrition Service's process in ensuring food safety, including how for each batch of food that is prepared, one tray is saved for four months for analysis purposes if individuals become ill.

#### 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.

1. **RATIFY** job announcement bulletin for Senior Systems Analyst
2. **APPROVE** the certification of Custodian eligibility list 15-0141-0139 established July 10, 2015
3. **APPROVE** the certification of Health Assistant eligibility list 15-0172-5170 established June 30, 2015
4. **APPROVE** the certification of Risk Management Technician eligibility list 15-0149-5106 established July 10, 2015
5. **APPROVE** the certification of Senior Health Assistant eligibility list 15-0171-5174 established July 6, 2015

#### OLD BUSINESS

None

#### NEW BUSINESS

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 **APPROVE** the creation and allocation of the following:

Create the classification of Benefits Analyst

Allocate the classification of Benefits Analyst to salary range 35 CO

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 **APPROVE** the following High School Grounds Supervision Reorganization items:

Adopt the revised classification specification for Grounds Crew Supervisor

Reclassify the Grounds Supervisor – High School incumbents to the Grounds Crew Supervisor classification.

Abolish the classification of Grounds Supervisor – High School

#### OTHER ITEMS

Mr. Ulaszewski reported an offer was extended to the new Executive Officer, Personnel Commission and Classified Employment, Mr. Ken Kato, current Director of Classified Human Resources at Downey Unified School District. Mr. Kato has accepted the offer, effective August 3, 2015.

Ms. Lewis encouraged individuals to take advantage of the Movies on the Beach put on by the Port of Long Beach. Movies begin at Dusk at Granada Beach in Long Beach.

Ms. Pharr brought a concern of a summer school assignment to the attention of the Personnel Commission Staff. Mr. Culton ensured Ms. Pharr that he would look into the matter.

**NEXT REGULAR MEETING**      The next Regular Meeting of the Personnel Commission will be July 23, 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 8:56 a.m. in accordance with provisions of the Government Code (Section 54957) to consider Public Employee Performance Evaluation.

**OPEN SESSION**                The Personnel Commission returned to open session at 9:14 a.m. No reportable actions were taken.

**ADJOURNMENT**                The Regular Meeting of the Personnel Commission was declared adjourned at 9:15 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