

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

MINUTES
Regular Meeting

May 14, 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, May 14, 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: Terence Ulaszewski
Linda Vaughan
Stacey Lewis

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried unanimously, to approve the minutes of the Regular Meeting of April 30, 2015.

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

Commissioner Ulaszewski arrived at 8:20 a.m.

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM
EXECUTIVE OFFICER

Patricia Heineke, reported, the Board of Education on May 5, 2015, approved the employment of 13 probationary Instructional Aide-Specials, and 3 probationary Custodians. Unfortunately, we lost 1 probationary IA Special and 2 permanent IA Specials. She also noted the Open House is today from 9:30 a.m. to 11:00 a.m..

Dale Culton, Certification Services Manager, reported Special Education staff is on site conducting group Instructional Aide-Special interviews today. He also reported staff has worked to assign 15 Campus Security Officers, 6 Intermediate Office Assistants, 1 Elementary School Office Supervisor, 1 Middle School Office Supervisor, 2 Mail Delivery Drivers and 14 Groundskeepers for summer employment. Individuals will be notified in the coming weeks.

Susan Leaming, Personnel Analyst, reported 170 employees attended the CalPERS Retirement Planning Workshop on May 11th. Representatives from CalPERS, Risk Management and Payroll presented and were available to answer questions.

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.

RATIFY job announcement bulletin for Health Assistant

RATIFY job announcement bulletin for Nutrition Services Worker

RATIFY job announcement bulletin for Senior Health Assistant

RATIFY job announcement bulletin for Senior Locksmith

RATIFY job announcement bulletin for Translator – Interpreter Bilingual Spanish

APPROVE the certification of Executive Officer, Personnel Commission and Classified Employment eligibility list established May 15, 2015

APPROVE the certification of Instructional Aide-Special eligibility list established May 7, 2015

APPROVE the certification of Instructional Aide-Special eligibility list established May 15, 2015

APPROVE the certification of Telecommunications Technician eligibility list established May 7, 2015

OLD BUSINESS PERSONNEL COMMISSION BUDGET HEARING

The public hearing for the 2015–2016 Personnel Commission budget opened at 8:24 a.m.

Ms. Heineke presented a revised page on the budget with updated figures. She explained the budget includes the upgrade to technology and the establishment of 1 Human Resources Technician position, but does not reflect the restoration of the Senior Administrative Secretary position.

It was moved by Mr. Ulaszewski, by Ms. Vaughan, and the motioned carried unanimously to **APPROVE** the 2015 – 2016 Personnel Commission budget. The public hearing closed at: 8:26 a.m.

NEW BUSINESS ANNUAL ELECTION OF PERSONNEL COMMISSION OFFICERS

Personnel Commission Rule 2.1.A states that “the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May.” In accordance with this rule, the Commission **ELECTED** Stacey Lewis to serve as Chairperson and Linda Vaughan as Vice-Chairperson.

MEETING DATES OF THE PERSONNEL COMMISSION 02015 - 2016

The Personnel Commission tabled action on this item.

ADOPTION OF CLASSIFIED CLASSIFIED SCHOOL EMPLOYEE WEEK RESOLUTION

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **ADOPT** the resolution honoring Classified Employees during Classified School Employee Week.

**RESOLUTION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 17-23, 2015 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Stacey Lewis
Chairperson

Linda Vaughan
Vice-Chairperson

Terence Ulaszewski
Member

RECLASSIFICATION
REQUEST

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 classification recommendations:

ADOPT new classification: Staffing Analyst – Human Resource Services
ALLOCATE the classification to salary range 40 M2
RECLASSIFY the incumbent:

Heather Bigelow From: Associate Analyst – Human Resource Services
To: Staffing Analyst – Human Resource Services

The Commission moved items 5 - 10 of New Business to Closed Session.

5. APPROVE the recommendation to remove from eligibility list ID 12413301
6. APPROVE the recommendation to remove from eligibility list ID 22563939
7. APPROVE the recommendation to remove from eligibility list ID 8481930
8. APPROVE the recommendation to remove from eligibility list ID 7093802
9. APPROVE the recommendation to remove from eligibility list ID 22574669
10. APPROVE the recommendation to remove from eligibility list ID 4013808

OTHER ITEMS

Mr. Ulaszewski reported he attended the CSEA 2015 Member Recognition Banquet on May 2nd. He thanked CSEA for all the work they do and mentioned Adrianne Denise Rambo, received the "Unsung Hero Ward" and Osvaldo "Ossie" Rios, was awarded a Union Jacket for completing Union Steward training.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be May 28, 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 5-10.

OPEN SESSION

The Personnel Commission returned to open session at 9:09 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# 12413301.

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# 22563939.

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 recommendation to remove from eligibility list ID# 8481930.

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 recommendation to remove from eligibility list ID# 7093802, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after January 2016.

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# 22574669.

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# 4013808.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:11 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Stacey Lewis, Vice-Chairperson

Patricia Heineke, Interim Executive Officer