

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
October 11, 2018

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of September 27, 2018 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** Job announcement bulletin for Nutrition Services Director 5-6
2. **APPROVE** the certification of Student Store Lead 19-0011-5182 eligibility list established October 4, 2018 7
3. **APPROVE** the certification of Student Evaluation Technician-BL Spanish 19-0001-0483 eligibility list established October 4, 2018 7
4. **APPROVE** the certification of Instructional Aide Special 19-0018-0448 eligibility list established October 4, 2018 7
5. **APPROVE** the certification of Nutrition Services Worker 18-0082-5068 eligibility list established October 4, 2018 7
6. **APPROVE** the certification of Nutrition Services Manager 19-0022-5061 eligibility list established October 4, 2018 7

7. **APPROVE** the certification of Educare Family Support Specialist 18-0097-5203 eligibility list established October 11, 2018 8
8. **APPROVE** the certification of Educare Family Support Specialist – BL Spanish 18-0098-5204 eligibility list established October 11, 2018 8

III. OLD BUSINESS

APPROVE the following:

Revisions to the Rules and Regulations of the Classified Service, Chapter 1 (Second Reading) 9-11

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

October 25, 2018 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

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

MINUTES

Regular Meeting

September 27, 2018

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, September 27, 2018 at 8:16 a.m. in Building B, 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
 Sheryl Bender
 Linda Vaughan

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Maria Braunstein, Personnel Analyst; Anne Follett, Human Resources Technician; Connie Ballew, Senior Administrative Secretary; and Susan Brister, Human Resources Technician.

GUESTS

James Kruse, CSEA Vice President-Unit A; and Chester Davidson, CSEA Chapter 2 Vice-President-Unit B.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of September 27, 2018.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		
Linda Vaughan	X		

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Mr. Kato announced that Connie Ballew, retired Middle School Office Supervisor, will be filling in for the vacancy of Senior Administrative Secretary until a replacement is hired.

Kenneth Kato, Executive Officer, informed the Commission about Assembly Bill 2160 which provides that Recreation Leaders and Recreation Aides shall be permanent members of the classified service effective January 1, 2019. Mr. Kato is meeting with District officials to prepare for this change.

Maria Braunstein, Personnel Analyst, provided an update on the exams that Recruitment and Testing are working on. She is also providing displacement services to employees that have received notification that their positions are being reduced or abolished.

Dale Culton, Certification Services Manager, updated the Commission on the status of Instructional Aide-Special vacancies.

Mary Cates, Human Resources Supervisor, reported that staff continues ongoing Vacancy Assignment (VA) processing efforts to assure employee information is accurate online so employees will be paid correctly. Ms. Cates explained that the classified substitute desk has been busy meeting the needs of schools at the start of the year.

Susan Leaming, Personnel Analyst, reported that two sessions of CPR/First Aid are scheduled for October 12, 2018.

CONSENT AGENDA

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1 and 2.

- 1. **RATIFY** job announcement bulletin for Library/Media Assistant
- 2. **APPROVE** the certification of Human Resources Assistant 19-0016-3350 eligibility list established September 24, 2018
- 3. **APPROVE** the certification of Human Resources Technician 19-0017-3361 eligibility list established September 24, 2018
- 4. **APPROVE** the certification of Nutrition Services Director 19-0010-5060 eligibility list established September 21, 2018

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		
Linda Vaughan	X		

OLD BUSINESS

None

NEW BUSINESS

DISCUSS the following:

1. Revision to the Rules and Regulations of the Classified Service Chapter 1 (First Reading).

New Business Item 1 was discussed and will be brought forward for a second reading and approval at the next regular meeting.

2. **APPROVE** the request for Hearing in Disciplinary Matter Employee E00594748.

Following correction of a clerical error, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried to approved New Business item 2.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		
Linda Vaughan	X		

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 11, 2018 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:32 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:20 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:20 a.m. with the consent of the members.

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 19-0036-5060 AM

Maria Braunstein



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES DIRECTOR

\$122,434 - \$143,770 Annually

Plus a comprehensive benefits package

JOB SUMMARY

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Nutrition Services Director. Under administrative direction, plan, organize, control and direct the operations and activities of the District's Nutrition Services department; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services, then Nutrition Services Director.

The current vacancy is a 12 month, 100% FTE (8 hours per day). The current vacancy is located at Nutrition Services.

THE IDEAL CANDIDATE

Successful candidates will have one of the following:

Bachelor's degree, or equivalent educational experience, with a major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

OR

Bachelor's degree, or equivalent educational experience, in any major and a State-recognized certificate for school nutrition directors.

OR

Bachelor's degree in any major and at least five years of experience in the management of school nutrition programs.

OR

Currently employed as a school nutrition director in a school district with a Student Enrollment category of 10,000 or more.

A master's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field is preferred. Coursework in food service management or nutritional sciences is preferred.

SPECIAL REQUIREMENTS:

(1) Possession of a valid California Class C driver's license and the use of a personal automobile.

(2) May be required to travel from one school location to another.

(3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

(4) Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

(5) At the time of appointment, an incumbent must certify in writing they have completed eight hours of food safety training within five years of their employment start date or will complete eight hours of food safety training within 30 days of employment to this class. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

SALARY AND BENEFITS

The annual salary for Nutrition Services Director is \$122,434 - \$143,770, plus excellent benefits including medical, dental, vision, and life insurance coverage. For more information regarding benefits package please visit: http://www.lbschools.net/Departments/Personnel Commission/classified_benefits.cfm

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/> The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday- Friday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

4:30 p.m., Friday, October 12, 2018

Exam tentatively scheduled for: October 24, 2018

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 6

Date: October 11, 2018

Reason for
Consideration: Approval

STUDENT STORE LEAD

Dual

19-0011-5182

List Valid: 10/04/18-10/04/19

Total Applications Received: 62

No. Passed: 3

No. Failed: 8

Total Invited to Exam: 18

No. Withdrew: 7

No. Screened Out: 44

**STUDENT EVALUATION TECHNICIAN-BL
SPANISH**

Dual

19-0001-0483

List Valid: 10/04/18-10/04/19

Total Applications Received: 69

No. Passed: 5

No. Failed: 4

Total Invited to Exam: 15

No. Withdrew: 6

No. Screened Out: 54

INSTRUCTIONAL AIDE SPECIAL

Dual

19-0018-0448

List Valid: 10/04/18-10/04/19

Total Applications Received: 120

No. Passed: 22

No. Failed: 2

Total Invited to Exam: 34

No. Withdrew: 10

No. Screened Out: 86

NUTRITION SERVICES WORKER

OPEN

18-0082-5068

List Valid: 10/04/18-10/04/19

Total Applications Received: 192

No. Passed: 20

No. Failed: 16

Total Invited to Exam: 120

No. Withdrew: 84

No. Screened Out: 72

NUTRITION SERVICES MANAGER

DUAL

19-0022-5061

List Valid: 10/04/18-10/04/19

Total Applications Received: 35

No. Passed: 6

No. Failed: 3

Total Invited to Exam: 12

No. Withdrew: 3

No. Screened Out: 23

CERTIFIED TO BE CORRECT: Kenneth Kato

DATE: October 4, 2018

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7

Date: October 11, 2018

Reason for
Consideration: Approval

EDUCARE FAMILY SUPPORT SPECIALIST

Dual

18-0097-5203

List Valid: 10/11/18-10/11/19

Total Applications Received: 151

Total Invited to Exam: 51

No. Passed: 9

No. Failed: 20

No. Withdrew: 22

No. Screened Out: 100

**EDUCARE FAMILY SUPPORT SPECIALIST -BL
SPANISH**

Dual

18-0098-5204

List Valid: 10/11/18-10/11/19

Total Applications Received: 68

Total Invited to Exam: 25

No. Passed: 7

No. Failed: 10

No. Withdrew: 8

No. Screened Out: 43

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: October 4, 2018

PERSONNEL COMMISSION



October 2, 2018

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision to the *Rules and Regulations of the Classified Service*

Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

"The Commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".

The attached rule is being submitted for a second reading for approval with the following rationale:

Rule 1.1 DEFINITIONS:

SAFE DRIVING STANDARD: Personnel Commission staff request Department of Motor Vehicles (DMV) H6 reports to verify the driving records of candidates applying for positions that require driving a District vehicle. Current Personnel Commission Rule determines a safe driving record by establishing a standard of "not more than one at-fault accident within the past three years." Recent H6 reports received from the DMV no longer consistently indicate that the person on the report was at-fault for the accidents listed.

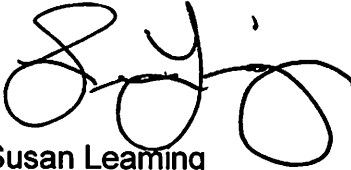
The District was advised by legal counsel to amend the rule to require that the applicants provide reasonable proof to the District that they meet the safe driving standard by obtaining proof from a reputable third party, including insurance companies or other government agencies, that have direct knowledge about the accidents. This places the onus of proof on the employee/applicant to prove they were not at-fault. The attorneys did not find any new regulations or legislation to explain this change in reporting practice by the DMV.

Deletions to the rule are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission approve this rule revision.

Prepared by:

A handwritten signature in black ink, appearing to read 'S. Leaming', with a large loop at the end.

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read 'K. Kato', with a stylized 'K' and 'K'.

Kenneth Kato
Executive Officer

CHAPTER I DEFINITIONS

1.1 DEFINITIONS

...

SAFE DRIVING RECORD/STANDARD - An acceptable safe driving record is defined as meeting all of the following criteria: (a) no more than three (3) moving violations within the past three years; (b) no more than one at-fault accident within the past three years (any accident shall be deemed at-fault absent sufficient proof to the contrary, such as: a signed statement from a private insurance company, or a report from the Department of Motor Vehicles or other government agency); (c) —no conviction for failure to report an accident within the past three years; (d) no —conviction for driving under the influence, or driving while intoxicated, or reckless driving within the past five years.