

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

MINUTES

Regular Meeting

March 29, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, March 29, 2018 at 8:17 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: Linda Vaughan
Terence Ulaszewski

Absent: Stacey Lewis

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; and Susan Brister, Human Resources Technician.

GUESTS

David Zaid, Director of Employee Relations and Community Engagement; Juan Garcia, Instructional Assistant-Computer Resources; and Eric Larsen, Sign Maker, Maintenance.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of March 15, 2018.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE
OFFICER

Kenneth Kato, Executive Officer, notified the Commission the Personnel Commissioner's Association of Southern California (PCASC) annual conference will be held on June 1, 2018.

Mr. Kato updated the Commission on the conversion of classified seniority to date of hire. Mr. Kato informed the Commission the appeal period will end on Saturday, March 31, 2018. One thousand one hundred thirty-eight employees have accepted

their seniority record, and an additional 771 have currently reviewed their record. Approximately 1,000 employees have not viewed their record. One hundred employees have appealed their seniority record and 68 of these appeals have been resolved.

Shristie Nair, Personnel Analyst, reported on current recruitment and testing activities. Ms. Nair reported on opening 15 recruitments.

Dale Culton, Certification Services Manager, updated the Commission on abolishments approved by the Board of Education on March 21, 2018. Mr. Culton explained Head Start staff is required to receive fingerprint clearance through both the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) every 5 years for each of their employees. Mr. Culton reported working with Human Resource Services and Head Start management to meet this requirement.

CONSENT AGENDA Following 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 Consent Agenda item 1.

1. **RATIFY** job announcement bulletin for Strategic Data Project Analyst

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

OLD BUSINESS None

NEW BUSINESS Following discussion and a correction made to the budget year, the Public Hearing for Proposed Personnel Commission Budget for 2018-2019 was scheduled on Thursday, April 26, 2018 at the Personnel Commission Office, 4400 Ladoga Avenue in Lakewood. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **DISCUSS** a Public Hearing date for Proposed Personnel Commission Budget for 2018-2019

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

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote to approve the following dates for New Business item 2.

MEETING DATES 2018-19

All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

2018

July 5
July 19

August 2
August 16
August 30
September 13
September 27

October 11
October 25

November 8
November 22*

December 6
December 20

2019

January 3*
January 17
January 31

February 14
February 28
March 14
March 28

April 11
April 25

May 9
May 23

June 6
June 20

*The regular biweekly meeting of the Personnel Commission on November 22, 2018 meeting is scheduled on Thanksgiving and the January 3, 2018 meeting is scheduled during Winter Recess. The Commission may elect to hold these meetings on alternate dates.

2. **APPROVE** Meeting Dates for Personnel Commission 2018-2019

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 12, 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 8:27 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:45 a.m. No reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:47 a.m. with the consent of the members.