

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

MINUTES

Regular Meeting

May 25, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, May 25, 2017 at 8:15 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 Terence Ulaszewski.

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

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

GUESTS

Matthew Woods, Executive Director Information and Technology Systems; Ann Culton, Administrative Coordinator - Human Resource Services; Valeeta Pharr, CSEA President Unit A; Adrienne Rambo, CSEA Vice President-Unit A; and Juan Garcia, CSEA Job Steward; .

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of May 11, 2017.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE
OFFICER

Kenneth Kato, Executive Officer, reported that there was a meeting with the community held by our Facilities Department on Tuesday, May 16, 2017. Mr. Kato reported that the meeting was with area residents to let them know a school site will be coming. Mr. Kato reported that he met with the CASSA organization to answer various personnel questions. Mr. Kato reported that final preparations

have been completed for the Classified Employee Celebration to be held Friday, May 26, 2017 and the winner for Classified Employee of the Year will be announced.

Maria Braunstein, Personnel Analyst, reported on current recruitment and testing activities. Ms. Braunstein reported she will be visiting the Avalon site and also has meetings with the Maintenance department next week.

Dale Culton, Certification Services Manager, reported summer recruitment is in progress with sites.

PUBLIC HEARD

Valeeta Pharr, CSEA President Unit A, expressed concern over the Personnel Commission losing use of the cafeteria due to school sites temporarily locating to the Personnel Commission location. Ms. Pharr reported gratitude to the Personnel Commission regarding notification of future layoffs.

Juan Garcia, CSEA Job Steward, reported he would like to see more event announcements on the website. Mr. Garcia reported that there are employees who could not attend the Classified Employee Celebration due to various reasons and if there could be an alternate event to attend.

CONSENT AGENDA

Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-19, and 21-24.

1. **RATIFY** job announcement bulletin for Administrator, Research Information Systems
2. **RATIFY** job announcement bulletin for Campus Security Officer
3. **RATIFY** job announcement bulletin for Electronics Technician
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
5. **RATIFY** job announcement bulletin for Facilities Project Manager - Planning
6. **RATIFY** job announcement bulletin for Health Assistant - Avalon
7. **RATIFY** job announcement bulletin for High School Office Supervisor
8. **RATIFY** job announcement bulletin for Instructional Aide - Special - Avalon
9. **RATIFY** job announcement bulletin for Intermediate Office Assistant
10. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish

11. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Schools
12. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Schools – Bilingual Spanish
13. **RATIFY** job announcement bulletin for Middle School Office Supervisor
14. **RATIFY** job announcement bulletin for Plant Supervisor - Avalon
15. **RATIFY** job announcement bulletin for Senior Health Assistant
16. **RATIFY** job announcement bulletin for Student Evaluation Technician
17. **APPROVE** the certification of Assistant Director – Fiscal Services 17-0104-5136 eligibility list established May 26, 2017
18. **APPROVE** the certification of Educare Family Support Specialist BL Khmer 17-0134-5229 eligibility list established May 26, 2017
19. **APPROVE** the certification of Educational Research Analyst II 17-0094-3302 eligibility list established May 30, 2017
21. **APPROVE** the certification of Nutrition Services Supervisor I 17-0085-5064 eligibility list established May 17, 2017
22. **APPROVE** the certification of Nutrition Services Supervisor II 17-0086-5065 eligibility list established May 17, 2017
23. **APPROVE** the certification of Nutrition Services Supervisor III 17-0087-5066 eligibility list established May 17, 2017
24. **APPROVE** the certification of School Safety Officer 17-0101-5014 eligibility list established May 23, 2017

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

Following discussion to approve certification, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried to approve Consent Agenda item 20.

20. **APPROVE** the certification of Electrician 17-0093-0161 eligibility list established May 23, 2017

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the abolishment of the following classifications:
Accounting Director
Audits Director
Budget Director
Principal Auditor

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 1.

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

2. **APPROVE** the following:
Adopt the revised classification and title of Coordinator, Research Information Systems and direct all positions and employment lists be reclassified for the purpose of title change only.

Susan Leaming, Personnel Analyst, provided a brief overview of the report. Following discussion, a motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 2.

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

3. **APPROVE** the Adoption of Resolution Regarding Classified Employee Week

Susan Leaming, Personnel Analyst, provided a brief overview of the report. Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 3.

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

4. Annual Election of Officers per P.C. Rule 2.6

Following discussion, the Commission elected Linda Vaughan to serve as Chairperson and Stacy Lewis as Vice Chairperson. The motion carried with a unanimous vote of those present to approve New Business item 4.

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

OTHER ITEMS	<p>Ms. Pharr spoke regarding her visit to the Browning High School site. Ms. Pharr reported on her visit to school sites and also spoke on classified services in the classroom and the expansion of Project Harmony.</p> <p>Mr. Ulaszewski announced he will be attending the Most Inspiring Student event.</p>
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for June 8, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.
CLOSED SESSION	None
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:58 a.m. with the consent of the members.