

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

MINUTES

Regular Meeting

February 16, 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, February 16, 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; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Adrianne Rambo, CSEA Vice President-Unit A; Les Leahy, Business Services Administrator; Ann Culton, Administrative Coordinator, Human Resource Services; Vince Marchetti, Maintenance Director; Tim Dressendorfer, Maintenance Manager; Allen Silas, Warehouse Materials Processor; and Kayla Kurrle.

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 February 2, 2017.

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

RECEIVE  
CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, introduced guests Les Leahy, Business Services Administrator; Vince Marchetti, Director of Maintenance; and Tim Dressendorfer, Maintenance Manager.

Mr. Kato reported on discussions regarding the Monroe site and the Measure E projects.

Mr. Kato will be presenting at an Aspiring Principals workshop here at the Monroe site on Tuesday, February 21, 2017 regarding the Merit System at the Long Beach Unified School District. Attendees at the meeting will consist of aspiring principals from LBUSD and other local districts.

Shristie Nair, Personnel Analyst, informed the Commission that staff is currently working on 32 recruitments in various stages of the process. Ms. Nair reported that staff is working on opening an additional 9 recruitments.

Dale Culton, Certification Services Manager, reported that staff has been trained on the new fingerprinting machine and it is working efficiently. Mr. Culton reported meeting with Nutrition Services regarding, employee reduction in time due to decreasing numbers of students participating in the nutrition program. Mr. Culton informed the Commission that he and Mr. Kato participated in District workshops to assist principals with their Continuous Improvement Expenditure (CIE) plans for the rest of the school year and staffing of their schools.

Mary Cates, Human Resources Supervisor, reported receiving 498 summer employment applications. The deadline for submitting Extended School Year (ESY)/Summer applications is March 17, 2017 at 4:30 p.m. Ms. Cates informed the Commission that she had the opportunity to be a rater at Bellflower Unified School District for Personnel Assistant and Personnel Technician positions.

Mr. Kato provided the Commissioners an unsigned draft copy of Resolution No. 021517-A of the Governing Board of Education Affirming LBUSD's Protection of Students Regardless of their Immigration Status that was approved by the Board.

#### 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 1-10.

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor
3. **RATIFY** job announcement bulletin for District Security Officer
4. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
5. **RATIFY** job announcement bulletin for School Data Technician
6. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker

7. **RATIFY** job announcement bulletin for Telecommunications Technician
8. **APPROVE** the certification Campus Security Officer-Substitutes Only 17-0058-5011 eligibility list established February 9, 2017
9. **APPROVE** the certification of Educare Family Support Specialist - Bilingual Khmer 17-0055-5529 eligibility list established February 3, 2017
10. **APPROVE** the certification of Educare Family Support Specialist - Bilingual Spanish 17-0054-5204 eligibility list established February 3, 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 following:  
 Create the classification of Business Development and Marketing Specialist  
 Allocate the class of Business Development and Marketing Specialist to salary range 32 (C1)

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 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:  
 Reestablish the classification of Maintenance Storekeeper (salary range 26 C2)  
 Reallocate the classification of Maintenance Storekeeper to salary range 26 (C1)  
 Adopt the revised classification specification and title of Maintenance Materials Storekeeper  
 Reclassify the incumbent, Allen Silas, to the classification of Maintenance Materials Storekeeper

Susan Leaming, Personnel Analyst, provided a detailed overview of the report and results of the reclassification request. After a lengthy discussion between Personnel Commission staff, Commissioners and audience members, 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 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 recommendation to remove from eligibility list ID 15390092

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.8. The individual was present to appeal the recommendation. Mr. Ulaszewski explained the difference between Open and Closed Session to Candidate 15390092. The individual requested to be heard in Closed Session. The Commission moved item 3 of New Business to Closed Session.

#### OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission of the passing of John Smith, retired School Security-Attendance Officer and former CSEA member, and extended her condolences as well as thanked him for his many years of service to the District.

Mr. Ulaszewski requested a moment of silence in memory of Mr. John Smith.

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for March 2, 2017 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 9:05 a.m. to discuss New Business item 3.

#### OPEN SESSION

The Personnel Commission returned to open session at 9:16 a.m. The following action was taken.

3. A motion was made by Ms. Lewis, 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 15390092

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

#### ADJOURNMENT

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