

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

MINUTES

Regular Meeting

June 8, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, June 8, 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 Linda Vaughan.

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; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Oralia Leyva, Human Resources Technician; Judith Lopez, Human Resources Technician; Angela Stenberg, Human Resources Technician; and Andrea Armas, Human Resources Assistant.

GUESTS

Frank Gutierrez, Principal Liaison, Operations; John Glaza, Consultant; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President Unit A; Juan Garcia, CSEA Chief Job Steward and Dianne Spears, Nutrition Services.

MINUTES OF
REGULAR MEETING
APPROVED

Following a correction to the minutes in regards to the titles of guests present, 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 25, 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 approximately 550 employees attended the Classified Employee Celebration on Friday, May 26, 2017. The event was successful and the winner for Classified Employee of the Year was

Angela Rivers, Executive Secretary, in the Office of School Support Services. Mr. Kato will present Ms. Rivers to the Board of Education at their meeting on Monday, June 12, 2017. Commissioner Lewis commented that she observed how excited and happy the audience was when Ms. Rivers was announced as the Employee of the Year.

Mr. Kato reported that he and Commissioner Ulaszewski attended the Most Inspiring Student Awards on Thursday, June 1, 2017 at the Long Beach Hilton and expressed what an amazing event it was. Mr. Kato suggested the Commission should continue to support this important event.

Mr. Kato reported that he, Commissioner Vaughan, and staff attended the Personnel Commissions Association of Southern California (PCASC) one-day conference on Friday, June 2, 2017. The event had approximately 140 attendees from 38 school districts.

Mr. Kato notified the Commission that the Personnel Commission's 2017-2018 budget was approved by the Los Angeles County Office of Education.

Shristie Nair, Personnel Analyst, reported on current recruitment and testing activities. Ms. Nair reported approximately 40 recruitments are in progress with an additional nine recruitments upcoming. Ms. Nair introduced Andrea Armas as a newly hired Human Resources Assistant. Ms. Armas will be working in the front lobby greeting and assisting visitors to the Personnel Commission.

Dale Culton, Certification Services Manager, reported that Certification Services is receiving classified staffing selections for the new Educare school at Barton Elementary. Mr. Culton reported that he and staff are working on placing individuals affected by work hour reductions in their new assignments so they will receive notification before the summer and any remaining vacancies can be filled.

Mary Cates, Human Resources Supervisor, reported that on June 16th employees will receive their 2% retroactivity paychecks.

PUBLIC HEARD

Valeeta Pharr, CSEA Chapter 2 President, thanked Dale Culton and Mary Cates for their efforts to implement layoffs and reductions. Ms. Pharr expressed her support of moving calculation of classified seniority from hours worked to date of hire.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis and the motion carried with a unanimous vote of those present to revise item #1 to read "Manager" instead of "Director" and approve the Consent Agenda items 1-3. Items 4-6 were pulled for further discussion.

1. **APPROVE** the certification of Assistant Facilities Project Manager 17-0144-5104 eligibility list established June 5, 2017
2. **APPROVE** the certification of Head Start Instructional Aide BL Spanish 17-0095-5253 eligibility list established June 2, 2017

3. **APPROVE** the certification Head Start Instructional Aide 17-0096-0657 established June 2, 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 | | |

4. **APPROVE** the certification of High School Office Supervisor 17-0102-3349 eligibility list established June 8, 2017

5. **APPROVE** the certification of Middle School Office Supervisor 17-0103-3357 eligibility list established June 8, 2017

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a vote of those present to approve Consent Agenda items 4 & 5.

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

6. **APPROVE** the certification of Senior Nutrition Services Worker 17-0078-5071 revised eligibility list established April 26, 2017

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 6.

| <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:
Electronic Supervisor
Locksmith Supervisor
Skilled Maintenance Worker – Hi Hill

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 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:
Create the classification of Custodial Crew Supervisor classification to salary range 18 (S1)

Susan Leaming, Personnel Analyst, provided a brief overview of the report. Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, 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 following:
Adopt the revised class specification of Custodian

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 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. **DISCUSS** the following:
Revision to the Rules and Regulations of the Classified Service, Chapter VI (First Reading)

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 4 for a second reading and approval.

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

5. **DISCUSS** and **APPROVE** the following:
Vision, Mission, and Values for the Personnel Commission

Mr. Kato provided an overview of the timeline and process used to develop the Vision, Mission, and Values for the Personnel Commission and introduced John Glaza, Consultant, who facilitated the visioning sessions and guided the overall process. The new Vision, Mission and Values were presented to the Commission by Shristie Nair, Personnel Analyst; Judith Lopez, Human Resources Technician; Oralia Levya, Human Resources Technician; and Anne Follett, Human Resources Technician. Following discussion, a motion was made by Mr.

Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 5.

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

6. Appeal of disqualified applicant 5158097

New Business item 6 was moved into closed session at the request of the applicant.

OTHER ITEMS

Ms. Pharr thanked the Commission and staff for their work on preparing for the Classified Employee Celebration and spoke about how wonderful the event was.

Juan Garcia, CSEA Chief Job Steward, spoke about how much employees enjoyed the Classified Employee Celebration and thanked the planning committee for their efforts to make the event such a success.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for June 22, 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 9:27 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:52 a.m. The following reportable actions for New Business item 6 were taken:

1. The Commission acted to sustain staff's recommendation to disqualify applicant ID 5158097. They instructed the Executive Officer to notify the applicant of the decision.

| <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 9:54 a.m. with the consent of the members.