

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

MINUTES

Regular Meeting

August 17, 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, August 17, 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: Terence Ulaszewski  
Linda Vaughan  
Stacey Lewis

STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; Judith Lopez, Human Resources Technician; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; and Valeeta Pharr, CSEA Chapter 2 President.

MINUTES OF  
REGULAR MEETING  
APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of July 20, 2017.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE  
OFFICER

Kenneth Kato, Executive Officer, reported that he attended the Board Workshop and updated the Commission on the Local Control and Accountability Plan (LCAP), the Long Beach College Promise and on the multiple projects in the District.

Mr. Kato announced that "Winners Reaching Amazing Potential" (WRAP) Administration Offices relocated to Monroe site permanently.

Maria Braunstein, Personnel Analyst, informed the Commission that Recruitment and Testing staff is currently working with Maintenance, Transportation, Special Education, Research and Operations on creating several eligibility lists before school starts. Ms. Braunstein concluded that staff attended a training at Los Angeles County Office of Education (LACOE).

Mary Cates, Human Resources Supervisor, reported that staff is training the new secretaries of California Academy of Mathematics and Science (CAMS), Renaissance High School, Henry Elementary, and Browning High School on AESOP (the LBUSD web-based substitute system) and looking forward to offering a Vacancy Assignments "VA's" training this fall. Ms. Cates concluded that staff is currently working on inputting new employees, such as Instructional Aide-Specials, on-line for the upcoming fiscal year.

#### CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify Consent Agenda items 1-8.

1. **RATIFY** job announcement bulletin for Groundskeeper
2. **RATIFY** job announcement bulletin for Laborer
3. **RATIFY** job announcement bulletin for Maintenance Manager
4. **RATIFY** job announcement bulletin for Plant Supervisor I (Revised)
5. **RATIFY** job announcement bulletin for Pool Operator
6. **RATIFY** job announcement bulletin for Senior Accounting Assistant
7. **RATIFY** job announcement bulletin for Stationary Engineer-Nutrition Center
8. **RATIFY** job announcement bulletin for Stationary Engineer-Nutrition Center (Extended Recruitment)

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 the Consent Agenda items 9-23.

9. **APPROVE** the certification of Coordinator-Research Information Systems 17-0140-5244 eligibility list established August 2, 2017
10. **APPROVE** the certification of Educare Family Support Specialist-BL Khmer 17-0150-5229 eligibility list established August 17, 2017
11. **APPROVE** the certification of Educare Family Support Specialist-BL Spanish 17-0143-5204 eligibility list established August 17, 2017

12. **APPROVE** the certification of Electronics Technician 17-0107-0110 eligibility list established August 11, 2017
13. **APPROVE** the certification of Head Start Instructional Aide 17-0153-0657 eligibility list established August 16, 2017
14. **APPROVE** the certification of Head Start Instructional Aide BL Spanish 17-0154-5235 eligibility list established August 16, 2017
15. **APPROVE** the certification of Health Assistant-Avalon 17-0125-5170 eligibility list established July 27, 2017
16. **APPROVE** the certification of HVAC Technician 17-0137-5103 eligibility list established August 11, 2017
17. **APPROVE** the certification of Instructional Aide Educare, BL Spanish 17-0098-5206 eligibility list established August 16, 2017
18. **APPROVE** the certification of Instructional Aide-Special 17-0141-0448 eligibility list established July 25, 2017
19. **APPROVE** the certification of Instructional Aide-Special 17-0136-0448 eligibility list established July 25, 2017
20. **APPROVE** the certification of Intermediate Office Assistant 17-0117-0673 eligibility list established August 2, 2017
21. **APPROVE** the certification of Intermediate Office Assistant-Schools 17-0119-3354 eligibility list established August 2, 2017
22. **APPROVE** the certification of Intermediate Office Assistant-BL Spanish 17-0118-5050 eligibility list established August 2, 2017
23. **APPROVE** the certification of Intermediate Office Assistant-Schools, BL Spanish 17-0120-5052 eligibility list established August 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		

OLD BUSINESS                None

NEW BUSINESS             None

OTHER ITEMS                Ms. Valeeta Pharr, CSEA Chapter 2 President, thanked Commissioner Vaughan for the Merit Committee experience. Ms. Pharr concluded by notifying the

Commissioners that she has requested that the District host the California School Personnel Commissioners Association (CSPCA) Merit Academy at McBride High School starting Saturday, January 20, 2018.

Commissioner Lewis announced that today is the conclusion of The Port of Long Beach's Summer High School Internship Program. Ms. Lewis concluded by announcing the new Harbor Commission President is Lou Anne Bynum and that Ms. Bynum is interested in planning to expand partnership with the City's institutions including Long Beach Unified School District to offer career opportunities to work in the Trades.

**NEXT REGULAR  
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 31, 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 8:43 a.m.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:10 a.m. No reportable actions were taken.

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 9:11 a.m. with the consent of the members.