

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

MINUTES

Special Meeting

September 21, 2017

The Special Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, September 21, 2017 at 9:04 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  
Stacey Lewis

STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President and granddaughter Graceyn; and Raja Singh.

MINUTES OF  
REGULAR MEETING  
APPROVED

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of August 31, 2017.

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

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of September 14, 2017.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE  
OFFICER

Kenneth Kato, Executive Officer, reported that the New Classified Employee Orientation Program will begin on September 29, 2017. New classified employees hired from February 2017 to June 2017 have been asked to attend. The orientation meetings will be held throughout the year at varying locations including the Teachers Resource Center, Personnel Commission, and the Administration Building.

Mr. Kato informed the Commission that the Personnel Commissions Association of Southern California (PCASC) is hosting an event presented by John Glaza, Consultant, "Are Leaders Born or Made?" on October 20, 2017.

Shristie Nair, Personnel Analyst, informed the Commission that Recruitment and Testing staff is currently working on approximately 30 recruitments in various stages of the process. Staff continues to work with subject matter experts in various departments including Maintenance, Transportation, Special Education, and Accounting.

Mary Cates, Human Resources Supervisor, updated the Commission on working with Special Education and Instructional Aide-Specials transfers. Ms. Cates mentioned that staff are working diligently on employee processing activities including coaches, tutors and Recreation Aides.

Susan Leaming, Personnel Analyst, notified the Commission of upcoming staff development workshops. A CalPERS Retirement Planning Workshop will be held on November 2, 2017. CPR/First Aid trainings for classified staff will be held on October 6, 2017.

CONSENT AGENDA

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify Consent Agenda items 1 and 2; and approve items 3-11.

1. **RATIFY** job announcement bulletin for Senior Health Assistant
2. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician
3. **APPROVE** the certification of ASB Financial Technician 18-0006-0751 eligibility list established September 6, 2017
4. **APPROVE** the certification of Behavior Intervention Assistant 18-0002-5216 eligibility list established September 12, 2017
5. **APPROVE** the certification of Elementary School Office Supervisor 17-0128-3345 eligibility list established September 8, 2017
6. **APPROVE** the certification of Elementary School Office Supervisor 17-0128-3345 eligibility list established September 8, 2017

7. **APPROVE** the certification of Intermediate Accounting Assistant 18-0007-0755 eligibility list established September 6, 2017
8. **APPROVE** the certification of Job Developer 18-0003-0463 eligibility list established September 1, 2017
9. **APPROVE** the certification of Laborer 18-0013-0204 eligibility list established September 7, 2017
10. **APPROVE** the certification of Nutrition Services Worker 17-0122-5068 eligibility list established September 8, 2017
11. **APPROVE** the certification of Sign Language Interpreter 17-0036-5214 eligibility list established September 14, 2017

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

OLD BUSINESS                      None

NEW BUSINESS                    The Commission moved items 1 and 2 of New Business to Closed Session.

1. **APPROVE** the recommendation to remove from eligibility list ID 21502793
2. **APPEAL** of a Disqualified Applicant ID 32991449

OTHER ITEMS                      None

NEXT REGULAR MEETING      The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 28, 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 9:13 a.m. to discuss New Business items 1 and 2.

OPEN SESSION                  The Personnel Commission returned to open session at 9:48 a.m. The following reportable actions were taken:

1. 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 recommendation to remove from eligibility list ID 21502793.

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

2. A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **DENY** the appeal of the Disqualified Applicant ID 32991449.

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

#### ADJOURNMENT

The Special Meeting of the Personnel Commission was declared adjourned at 9:50 a.m. with the consent of the members.