

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
September 15, 2016

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Terence Ulaszewski
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of September 1, 2016 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **APPROVE** the certification of Administrator, K-16 Collaborations and District Programs 17-0011-5226 eligibility list established September 6, 2016 6
2. **APPROVE** the certification of Executive Secretary (C) 16-0123-0678 eligibility list established September 6, 2016 6
3. **APPROVE** the certification of Groundskeeper 17-0006-0172 eligibility list established September 12, 2016 6
4. **APPROVE** the certification of Intermediate Office Assistant - Bilingual Spanish 16-0134-5050 eligibility list established September 13, 2016 6
5. **APPROVE** the certification of Intermediate Office Assistant - Schools Bilingual Spanish 16-0135-5052 eligibility list established September 13, 2016 6
6. **APPROVE** the certification of Nutrition Services Facilities and Equipment Manager 17-0008-5228 eligibility list established September 12, 2016 6
7. **APPROVE** the certification of Plant Supervisor I 17-0003-5026 eligibility list established September 14, 2016 6

8. **APPROVE** the certification of Plant Supervisor II 17-0004-5027 eligibility list established September 14, 2016 7
9. **APPROVE** the certification of School Support Secretary - Bilingual Spanish 17-0002-5159 eligibility list established September 6, 2016 7
10. **APPROVE** the certification of Sheet Metal Worker 16-0128-0277 eligibility list established September 8, 2016 7

III. OLD BUSINESS

IV. NEW BUSINESS

1. **DISCUSS** the establishment of eligibility lists
2. **DISCUSS** the Management Performance Evaluation

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

September 29, 2016 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a) 1.

**LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

4400 Ladoga Avenue

Lakewood, CA 90713

MINUTES

Regular Meeting

September 1, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, September 1, 2016, at 8:17 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; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resources Services; Valeeta Pharr, CSEA Chapter 2 President; David Zaid, Director of Employee Relations; and Richard Leota.

**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 August 18, 2016.

Roll-Call Vote

Stacey V. Lewis
Terence Ulaszewski
Linda Vaughan

Ayes

Noes

Abstained

X
X
X

**RECEIVE
CORRESPONDENCE**

None

PUBLIC HEARD

None

**REPORT FROM
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, informed the Commission that he and Shristie Nair, Personnel Analyst, attended a recent Personnel Testing Council of Southern California (PTC-SC) meeting where an informative presentation regarding utilizing social media for recruitment purposes was given. Staff is exploring social media options including creation of a LinkedIn account for the Commission. Mr. Kato notified the Commission that he and management staff

attended the Superintendent's Management Team Meeting on August 26, 2016 at Cabrillo High School to kick off the new school year.

Maria Braunstein, Personnel Analyst, updated the Commission on current and upcoming recruitments including ongoing recruitment efforts on Catalina Island for the Avalon school site.

Mary Cates, Human Resources Supervisor, updated the Commission on ongoing Vacancy Assignment (VA) processing efforts to assure employee information and start of the school year employee transfers are properly reflected in the payroll system so employees will be paid appropriately at the correct locations.

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 ratify the Consent Agenda item 1,

1. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician

<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, 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 item 2.

2. **APPROVE** the certification of Custodian - Avalon 16-0130-0139 eligibility list established August 25, 2016

<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, 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 item 3.

3. **APPROVE** the certification of Human Resources Technician 16-0122-3352 eligibility list established August 30, 2016

<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, 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 Consent Agenda item 4.

4. **APPROVE** the certification of Instructional Aide - Special 16-0137-0448 eligibility list established August 31, 2016

<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, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a majority vote of those present to approve the Consent Agenda item 5.

5. **APPROVE** the certification of Nutrition Services Worker (NSW) - Avalon 16-0131-5068 eligibility list established August 29, 2016

<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, 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 Consent Agenda item 6.

6. **APPROVE** the certification of Senior Health Assistant 16-0127-5174 eligibility list established August 31, 2016

<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, 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 Consent Agenda item 7.

7. **APPROVE** the certification of Senior Office Assistant - Avalon 16-0133-0677 eligibility list established August 25, 2016

<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, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a majority vote of those present to approve the Consent Agenda item 8.

8. **APPROVE** the certification of Senior Office Assistant - Avalon 16-0133-0677 eligibility list established August 25, 2016

<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, 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 item 9.

9. **APPROVE** the certification of School Support Secretary 17-0002-5159 eligibility list established September 05, 2016

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

1. **APPROVE** the recommendation to remove from eligibility list ID 27226107

2. **APPEAL** of a Disqualified Applicant

OTHER ITEMS Commissioner Ulaszewski wished everyone a happy first day back to school.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for September 15, 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 8:45 a.m. to discuss New Business items 1 and 2.

OPEN SESSION The Personnel Commission returned to open session at 9:18 a.m. The following reportable actions were taken:

1. A motion was made by Ms. Vaughan, 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 27226107.

<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. A motion was made by Commission Lewis, seconded by Commission Vaughan, and the motion carried with a unanimous vote of those present to **DENY** the appeal of a Disqualified Applicant.

<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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 6-7

Date: September 15, 2016

Reason for
Consideration: Approval

**Administrator, K-16 Collaborations
and District Programs**

Dual

17-0011-5226

List Valid: 09/06/16-09/06/17

Total applications received: 43

No. Passed: 5 No. Failed: 0

Total invited to exam: 6

No. Withdrew: 1 No. Screened Out: 37

Executive Secretary (C)

Promo

16-0123-0678

List Valid: 09/06/16-09/06/17

Total applications received: 27

No. Passed: 5 No. Failed: 12

Total invited to exam: 18

No. Withdrew: 1 No. Screened Out: 9

Groundskeeper

Dual

17-0006-0172

List Valid: 09/12/16-09/12/17

Total applications received: 97

No. Passed: 20 No. Failed: 7

Total invited to exam: 38

No. Withdrew: 11 No. Screened Out: 59

**Intermediate Office Assistant -
Bilingual Spanish**

Dual

16-0134-5050

List Valid: 09/13/16-09/13/17

Total applications received: 80

No. Passed: 14 No. Failed: 33

Total invited to exam: 57

No. Withdrew: 10 No. Screened Out: 23

**Intermediate Office Assistant-
Schools Bilingual Spanish**

Dual

16-0135-5052

List Valid: 09/13/16-09/13/17

Total applications received: 68

No. Passed: 12 No. Failed: 25

Total invited to exam: 45

No. Withdrew: 8 No. Screened Out: 23

**Nutrition Services Facilities and
Equipment Manager**

Dual

17-0008-5228

List Valid: 09/12/16-09/12/17

Total applications received: 24

No. Passed: 4 No. Failed: 1

Total invited to exam: 7

No. Withdrew: 2 No. Screened Out: : 17

Plant Supervisor I

Promotional

17-0003-5026

List Valid: 09/14/16-09/14/17

Total applications received: 36

No. Passed: 7 No. Failed: 16

Total invited to exam: 24

No. Withdrew: 1 No. Screened Out: 12

Plant Supervisor II**Promotional****17-0004-5027**

List Valid: 09/14/16-09/14/17

Total applications received: 36

Total invited to exam: 25

No. Passed: 7

No. Failed: 15

No. Withdrew: 3

No. Screened Out: 11

School Support Secretary - Bilingual Spanish**Promotional****17-0002-5159**

List Valid: 09/06/16-09/06/17

Total applications received: 23

Total invited to exam: 16

No. Passed: 11

No. Failed: 2

No. Withdrew: 3

No. Screened Out: 7

Sheet Metal Worker**Dual****16-0128-0277**

List Valid: 09/08/16-09/08/17

Total applications received: 43

Total invited to exam: 11

No. Passed: 2

No. Failed: 5

No. Withdrew: 4

No. Screened Out: 32

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: September 8, 2016