

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

**MINUTES**

**Regular Meeting**

**October 1, 2015**

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, October 1, 2015, at 8:15 a.m. in B Building, 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 Stacey V. Lewis.

**ROLL**

A quorum of the Personnel Commission was in attendance as established by roll call:

Present:           **Stacey V. Lewis  
                          Terence Ulaszewski**

**STAFF MEMBERS PRESENT**

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo-Honorio, Staff Secretary; Susan Brister, Human Resources Technician; and Kasey Noble, Interim Senior Administrative Secretary.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; Dan Ewaskey, CSEA Vice President – Unit B; and Valeeta Pharr, CSEA Chapter 2 President.

**MINUTES OF REGULAR MEETING APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried unanimously, to approve the minutes of the Regular Meeting of September 17, 2015.

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

**RECEIVE CORRESPONDENCE**

None

**PUBLIC HEARD**

None

**REPORT FROM EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, informed the Commission of a visit from representatives of San Bernardino Unified School District to review Long Beach Unified School District's best practices. Mr. Kato reported on the upcoming Personnel Commissioners Association of Southern California annual meeting and workshop on November 13, 2015. Mr. Kato notified the Commission that the Open House held on Tuesday, September 22, 2015 was a success as the community attendees were satisfied with the District's efforts to address community concerns. Mr. Kato extended his gratitude to Marilyn Balmer, Maria Braunstein, Mary Cates, Dale Culton, Susan Learning, and

Esther Martinez for their assistance with the Open House.

Mr. Kato reported meeting with Dr. Tiffany Brown, Assistant Superintendent School Support Services, to discuss the Special Education Program, and Instructional Aide - Specials. He also notified the Commission of a meeting with Les Leahy, Business Services Administrator, regarding their needs and possible options for training classified staff. Mr. Kato informed the Commission of the first school-site visit scheduled for Monday, October 5, at Millikan High School with Ann Culton, Administrative Coordinator, Human Resource Services, and David Zaid, Employee Relations Director, Human Resource Services. He then notified the Commission and CSEA of his anticipated attendance at the November CSEA Member Meetings. Mr. Kato informed the Commission on the computer modernization project taking place in the Personnel Commission office. Mr. Kato concluded by stating that compact salary schedule booklets have been produced and distributed to District sites.

Maria Braunstein, Personnel Analyst, informed the commissioners of current and upcoming recruitments.

Dale Culton, Certification Services Manager, reported on the upcoming changes in wages to account for the increase in the California minimum wage. Mr. Culton concluded with an update on the current vacancies for Instructional Aide—Special and Custodian.

Mary Cates, Human Resources Supervisor, reported on the success of the first monthly and hourly pay days of the school year. Ms. Cates provided an update on current employee processing activities including Coaches, Recreation Aides, and Child Care Workers.

#### 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 ratify and approve the Consent Agenda items.

1. **RATIFY** job announcement bulletin Library/Media Assistant
2. **RATIFY** job announcement bulletin for Nutrition Services Worker
3. **APPROVE** the certification of High School Office Supervisor 15-0189-3349 eligibility list established September 23, 2015
4. **APPROVE** the certification of Instructional Aide—Special 16-0014-0448 eligibility list established September 22, 2015
5. **APPROVE** the certification of Intermediate Office Assistant—Bilingual Spanish 15-0190-5050 eligibility list established September 22, 2015
6. **APPROVE** the certification of Intermediate Office Assistant—Schools Bilingual Spanish 15-0191-5052 eligibility list established September 22, 2015

7. **APPROVE** the certification of Speech Language Pathology Assistant–  
Bilingual Spanish 16-0012-5163 eligibility list established  
September 24, 2015

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**OTHER ITEMS**

Valeeta Pharr, CSEA Chapter 2 President informed the Commission of her attendance at the grand opening of the "BREAKING THROUGH Lighting the Way" exhibition, held at the Main Library beginning on September 29, 2015, commending the inspirational event. Ms. Pharr also advised the Commission of the upcoming Council of the Great City Schools annual conference hosted by Long Beach Unified School District.

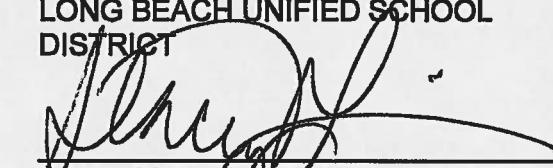
**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for October 15, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**ADJOURMENT**

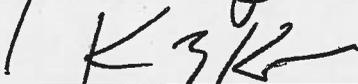
The Regular Meeting of the Personnel Commission was declared adjourned at 8:35 a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL  
DISTRICT



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Stacey V. Lewis, Chairperson



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Kenneth Kato, Executive Officer