

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

MINUTES

Regular Meeting

November 12, 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, November 12, 2015, at 8:20 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 Stacey V. Lewis.

ROLL

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

Present: Stacey V. Lewis
 Terence Ulaszewski
 Linda J. Vaughan

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Leaming, Personnel Analyst; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Judith Lopez, Human Resources Technician; Oralia Leyva, Human Resources Technician; Stephanie Lea, Human Resources Technician; and Kasey Noble, Interim Senior Administrative Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Juan Garcia, CSEA Chief Job Steward; 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 to approve the minutes of the Regular Meeting of October 29, 2015.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reminded the Commission of the Personnel Commission Association of Southern California (PCASC) session being held on Friday, November 13, 2015. Mr. Kato reported on collaboration efforts with Long Beach Unified School District and CSEA on changing salary dates of employees from a Quadri-Weekly to Semi-Monthly and the calculation of seniority. Mr. Kato reported he would be attending the CSEA Interest and

Chapter meeting this month to address any concerns they may have.

Shristie Nair, Personnel Analyst, reported on 21 current and 19 upcoming recruitments. Ms. Nair informed the Commission of meetings she has had with subject matter experts to ensure relevancy and validity of examinations.

Susan Leaming, Personnel Analyst, notified the Commission that 95 classified employees were trained in CPR on Friday, October 30, 2015. Ms. Leaming reported that the CPR class included infant CPR and Automated External Defibrillator (AED) training.

Mary Cates, Human Resources Supervisor, reported that Judith Lopez, Human Resources Technician, attended a free AESOP training on Tuesday, November 10, 2015.

Judith Lopez, Human Resources Technician, informed the Commission on the pending AESOP modification to comply with the new law providing sick time to substitute employees. Ms. Lopez mentioned that she would like to implement a training on how to use AESOP for Instructional Aide – Special substitutes in association with Special Education; as a similar program is offered by Human Resource Services for substitute teachers.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-7, with the revision of calendar to a 220 day flex schedule on the bulletin for Production Specialist/Editor.

1. **RATIFY** job announcement bulletin for Production Specialist/Editor
(REVISED)
2. **RATIFY** job announcement bulletin for Senior Administrative Secretary
3. **APPROVE** the certification of Instructional Aide – Special 16-0030-0448 eligibility list established October 30, 2015
4. **APPROVE** the certification of Senior Office Assistant 16-0005-0677 eligibility list established November 5, 2015
5. **APPROVE** the certification of Senior Office Assistant – Bilingual Spanish 16-0006-5089 eligibility list established November 5, 2015
6. **APPROVE** the certification of Senior Office Assistant – Schools 16-0003-3363 eligibility list established November 5, 2015
7. **APPROVE** the certification of Senior Office Assistant – Schools – Bilingual Spanish 16-0004-5091 eligibility list established November 5, 2015

OLD BUSINESS

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to move Old Business item 1 to Closed Session.

1. **RECEIVE** the Hearing Officer's report in the disciplinary matter of employee # 00377623

NEW BUSINESS

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms.

Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **APPROVE** the revision and abolishment of the following:
Revise the classification specification for Instructional Warehouse Assistant
Abolish the classification of Library Services Assistant

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 2.

- 2 **APPROVE** the creation and allocation of the following classification:
Create the classification of Instructional Assistant – Male Academy
Allocate the classification of Instructional Assistant – Male Academy to salary range 20 (C1)

OTHER ITEMS

Commissioner Terence Ulaszewski expressed his gratitude and extended his sincerest thanks to Veterans, their spouses and children in honor of Veterans Day.

Commissioner Stacey Lewis echoed Mr. Ulaszewski's sentiment in honoring Veterans and their families. Ms. Lewis informed the Commission of her attendance at the Talent Acquisition Conference in Beverly Hills on November 4 – 5, 2015, where "Candidate Experience" was a key initiative. Ms. Lewis encouraged the staff to continue their hard work in making the candidate experience positive. Ms. Lewis extended her appreciation to the Personnel Commission staff and stressed the importance of validating one another.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that Classified staff is able to take vacation time during the week of Thanksgiving.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for December 10, 2015, at 10:00 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 9:05 a.m. to receive and discuss Old Business item 1.

OPEN SESSION

The Personnel Commission returned to open session at 10:09 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:10 a.m. with the consent of the members.