

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

**MINUTES**

**Regular meeting**

**September 3, 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, September 3, 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 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; Marilyn Balmer, Personnel Analyst; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Adriana Araujo-Honorio, Staff Secretary; Susan Brister, Human Resources Technician; Ericka Emery, Human Resources Technician; Anne Follett, Human Resources Technician; Oralia Leyva-Leonor, Human Resources Technician; Judith Lopez, Human Resources Technician; Kasey Noble, Interim Senior Administrative Secretary; Shelley Scott, Human Resources Technician; Angela Stenberg, Human Resources Technician.

**GUESTS**

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 August 20, 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, updated the Commission on the Board of Education Meeting held on September 1, 2015 where approximately 5 LBUSD students were recognized as participants of the Young Senators Program. Mr. Kato reported that the Board members commented on visiting the updated Newcomb K-8 and Roosevelt Elementary school sites. Mr. Kato discussed that he met with CSEA to address any concerns they may have had. Mr. Kato informed the Commission that he visited 9 departments in 3 days, to address

any concerns and to collaborate through streamlined communication. He also received compliments from many directors about the Personnel Commission staff. Mr. Kato concluded by notifying the Commission that he plans on visiting the school sites alongside Ann Culton, Administrative Coordinator, Human Resource Services, and David Zaid, Employee Relations Director, Human Resource Services.

Maria Braunstein, Personnel Analyst, informed the commissioners of current and upcoming recruitments of the Personnel Commission offices. Ms. Braunstein then introduced Oralia Leyva-Lonor and Angela Stenberg, as new employees who have recently joined the Personnel Commission staff.

Dale Culton, Certification Services Manager, reported that with the commencement of the traditional school year, the staff has been busy with a high volume of calls. Mr. Culton then informed the Commission of the ASEOP training conducted by Judith Lopez, Human Resources Technician, at Garfield Elementary School. He informed those in attendance that ASEOP training will continue throughout the year for school-site staff.

Susan Learning, Personnel Analyst, mentioned to the Commission that she and her staff are working diligently to provide CalPERS seminars to Nutrition Services Employees as well as CPR training to eligible staff. Ms. Learning also noted that the salary schedule booklets have been printed and will be distributed in the upcoming weeks. She concluded with a mention of upcoming classification studies.

## **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 for Instructional Aide – Alternative School
2. **RATIFY** job announcement bulletin for Instructional Aide – Special
3. **RATIFY** job announcement bulletin for School Safety Officer
4. **RATIFY** job announcement bulletin for Student Store Lead
5. **APPROVE** the certification of Campus Security Officer 15-0180-5011 eligibility list established August 21, 2015
6. **APPROVE** the certification of Campus Security Officer 15-0186-5011 eligibility list established August 21, 2015
7. **APPROVE** the certification of Instructional Aide – Special 16-0007-0448 eligibility list established August 24, 2015
8. **APPROVE** the certification of Kids' Club Assistant 15-0181-0694 eligibility list established August 27, 2015
9. **APPROVE** the certification of Nutrition Services Worker 15-0164-5068 eligibility list established August 20, 2015
10. **APPROVE** the certification of Purchasing Assistant 16-0008-5129 eligibility list established August 20, 2015

<b>OLD BUSINESS</b>	None
<b>NEW BUSINESS</b>	<p>A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 1 with a modification increasing the number of current eligible to 48 and decreasing the number of waivers or removals to 46.</p> <p>1. <b>APPROVE</b> the extension of Office Assistant – Bilingual Spanish 15-0018-5158 eligibility list established September 8, 2014</p>
<b>OTHER ITEMS</b>	<p>Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that she spoke with Ms. Linda Vaughan, Personnel Commissioner, who has returned home and is on-track to return by her projected date in November.</p> <p>Ms. Lewis acknowledged the Personnel Commission staff attending the Commission meeting.</p>
<b>NEXT REGULAR MEETING</b>	The next Regular Meeting of the Personnel Commission is scheduled for September 17, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.
<b>CLOSED SESSION</b>	The Personnel Commission retired into closed session at 8:35 a.m.
<b>OPEN SESSION</b>	The Personnel Commission returned to open session at 9:05 a.m. No reportable actions were taken.
<b>ADJOURMENT</b>	The Regular Meeting of the Personnel Commission was declared adjourned at 9:07 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