

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

MINUTES

Regular meeting

September 17, 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 17, 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; Marilyn Balmer, Personnel Analyst; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Ericka Emery, Human Resources Technician; Anne Follett, Human Resources Technician; Oralía Leyva, Human Resources Technician; Judith Lopez, Human Resources Technician; Shelley Scott, Human Resources Technician; Angela Stenberg, Human Resources Technician; Kasey Noble, Interim Senior Administrative Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Matt Woods, Executive Director, Technology and Information Services; 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 3, 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 on the visit of Superintendent of Schools, Christopher Steinhauer to Personnel Commission. Mr. Kato reported on a meeting he had with Dr. Tiffany Brown, Assistant Superintendent of School Support Services to discuss Instructional Aides and the options for training classified staff. Mr. Kato also mentioned that

the Child Development Center and Personnel Commission will be hosting an Open House scheduled for Tuesday, September 22, 2015 beginning at 6:00 PM and flyers would be distributed to the houses in the neighborhood by the end of the week.

Mr. Kato reported meeting with Valeeta Pharr, CSEA Chapter 2 President and thanked CSEA for their support to relay Personnel Commission information to employees. Mr. Kato informed the Commission of the retirement recognition of Marilyn Balmer, Personnel Analyst at the Board of Education Meeting held on September 15, 2015. He also shared the Board of Education resolution to announce the "BREAKING THROUGH Lighting the Way" exhibition that will be held at the Main Library beginning on September 29, 2015 in honor of 12 inspirational Black women from the Long Beach community. Kato concluded by notifying the Commission of the Board of Education's plans to redefine the home-school boundaries for multiple school sites.

Marilyn Balmer, Personnel Analyst, informed the commissioners of current and upcoming recruitments. Ms. Balmer reported on a meeting she had with subject matter experts to discuss the examinations for Textbook/Library Services Supervisor and Campus Security Officer.

Susan Leaming, Personnel Analyst, notified the Commission of two confirmed CPR trainings to be held at the Teacher's Resource Center (TRC) on October 30, 2015. She then introduced Matt Woods, Executive Director, Technology and Information Services who updated the Commission on the computer modernization projects for the office.

Dale Culton, Certification Services Manager, reported on current vacancies for Instructional Aide – Special and Custodian.

Mary Cates, Human Resources Supervisor, extended her gratitude and appreciation to Susan Brister, Anne Follett, Judith Lopez, Angela Stenberg, and Silaue Taeleifi for their hard work in ensuring classified employee assignments were online for payroll purposes.

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 Associate Producer/Production Designer
2. **RATIFY** job announcement bulletin for Production Center Supervisor
3. **APPROVE** the certification of Accounting Technician 16-0010-0750 eligibility list established September 4, 2015
4. **APPROVE** the certification of Instructional Aide - Special 16-0007-0448 eligibility list established August 31, 2015 **AMENDED**
5. **APPROVE** the certification of Personnel Analyst 15-0175-0236 eligibility list established September 4, 2015

6. **APPROVE** the certification of Speech Language Pathology Assistant 16-0009-5024 eligibility list established September 7, 2015

7. **APPROVE** the certification of Telecommunications Technician 15-0185-3309 eligibility list established September 9, 2015

OLD BUSINESS

None

NEW BUSINESS

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. The Commission moved Items 2 and 3 of New Business to Closed Session

1. **APPROVE** the extension of College and Career Specialist 15-0028-5177 eligibility list established September 24, 2014

OTHER ITEMS

Commissioner Lewis voiced her concerns about the term "tainted" to indicate substitutes who were ineligible to work for three months due to working in a vacant position. Ms. Lewis requested for Personnel Commission to explore alternative options to replace "tainted."

Ms. Lewis and Mr. Ulaszewski recognized Ms. Scott and Ms. Balmer on their retirements, informing the public of their 17 years and 35 years of service to Long Beach Unified School District, respectively.

Ms. Lewis concluded by encouraging attendance at the "BREAKING THROUGH Lighting the Way" exhibition, held at the Main Library beginning on September 29, 2015, mentioning that a few women being recognized were once members of the Personnel Commission and significant contributors at Long Beach Unified School District.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for October 1, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 9:00 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:40 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **APPROVE** recommendation to remove from eligibility list ID 16725338 for the duration of 1 year.

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 6559575 for the duration of 1 year.

ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:42 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT



Stacey V. Lewis, Chairperson



Kenneth Kato, Executive Officer