

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

MINUTES

Regular Meeting

October 15, 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 15, 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; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Judith Lopez, Human Resources Technician; Angela Stenberg, Human Resources Technician; and Kasey Noble, Interim Senior Administrative Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Adrienne Rambo, CSEA Vice President – Unit A; 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 October 1, 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 his first school-site visit on Monday, October 5, at Millikan High School with Ann Culton, Administrative Coordinator, Human Resource Services, and David Zaid, Employee Relations Director, and extended his gratitude towards Michael Navia and Alejandro Vega, Co-Principals, for hosting. Mr. Kato reported on the Council of the Great City Schools on October 7, 2015 where he served as a volunteer. Mr. Kato reminded the Commission of the upcoming Personnel

Commissioners Association of Southern California annual meeting and workshop on November 13, 2015, as well as the California School Personnel Commissioners Association annual conference being held on February 25–28, 2016. Mr. Kato informed the Commission that the term "tainting" of classified substitutes will be addressed at the next meeting on October 29, 2015. Mr. Kato concluded by reporting on current and upcoming recruitments.

Susan Leaming, Personnel Analyst, notified the Commission of the updated salary schedule distribution, noting that all new probationary hires receive a copy of the salary schedule booklet upon employment processing. Ms. Leaming reported the CalPERS session being held on the afternoon of October 15, 2015 will host approximately 60 employees. She concluded with an update of the Commission's technology upgrade project, and commended Matt Woods, Executive Director, Information and Technology Services, and his staff for their hard work.

Dale Culton, Certification Services Manager, reported that over 100 probationary new hires have already been hired this fiscal year. Mr. Culton informed the Commission of a streamlined method of tracking certification clearance in an effort to meet state and federal mandates and extended his gratitude toward Human Resource Services; Gregg Paine, CICS/COBOL Developer; Lucien Cadranet, Senior Systems Analyst, Information Services; and Personnel Commission staff for making this method possible.

Mary Cates, Human Resources Supervisor, reported that she and Judith Lopez, Human Resources Technician, will be attending the High School Office Supervisor meeting on Wednesday, October 21, 2015 to present on the classified usage of AESOP Substitute System and provide a handout. Ms. Cates informed the Commission that Ms. Lopez will be attending a free training seminar provided by Frontline Technologies, the creators of AESOP, on November 12, 2015.

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 Benefits Analyst
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide
3. **RATIFY** job announcement bulletin for Instructional Assistant–Computer Resources and Instructional Assistant–Computer Resources–Bilingual Spanish
4. **RATIFY** job announcement bulletin for Instructional Aide Interpreter–Deaf/Hard of Hearing
5. **RATIFY** job announcement bulletin for Locker Room Attendant
6. **APPROVE** the certification of Associate Producer/Production Designer 16-0026-5147 eligibility list established October 2, 2015

7. **APPROVE** the certification of Fiscal Services Analyst (Open) 15-0177-5173 eligibility list established September 23, 2015
8. **APPROVE** the certification of Fiscal Services Analyst (Promotional) 15-0177-5173 eligibility list established September 23, 2015
9. **APPROVE** the certification of Instructional Aide—Special 16-0017-0448 eligibility list established October 14, 2015
10. **APPROVE** the certification of Instructional Aide—Special 16-0018-0448 eligibility list established October 8, 2015
11. **APPROVE** the certification of Intermediate Office Assistant 15-0188-0673 eligibility list established October 5, 2015
12. **APPROVE** the certification of Intermediate Office Assistant—Schools 15-0189-3354 eligibility list established October 5, 2015
13. **APPROVE** the certification of Senior Systems Analyst 16-0002-5120 eligibility list established October 7, 2015
14. **APPROVE** the certification of Textbook/Library Services Supervisor 16-0016-5197 eligibility list established October 5, 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.

1. **APPROVE** the revisions to classification specifications:
Revise the classification specifications for Speech-Language Pathology Assistant and Speech-Language Pathology Assistant—Bilingual Spanish

OTHER ITEMS

Terence Ulaszewski, Personnel Commission Member, informed the Commission he attended the Council of the Great City Schools conference on October 7–11, 2015 and their encouragement for all school districts to hire the best employees to positively impact our students. Mr. Ulaszewski commended James Petri, Music Curriculum Leader, for his arrangement of student musical performances at the event.

Stacey Lewis, Personnel Commission Chair, commended the Long Beach College Promise.

Valeeta Pharr, CSEA Chapter 2 President, applauded the entire Long Beach Unified School District Staff for executing the Council of the Great City Schools annual conference. Ms. Pharr also extended accolades to Equity, Access/College and Career Readiness for their hard work on the conference. Ms. Pharr also informed the Commission of her attendance at the CSEA Leadership meeting, mentioning the success of the event. Ms. Pharr also discussed her attendance at the grand opening of the “BREAKING THROUGH Lighting the Way” exhibition, held at the Main Long Beach Public Library on September 29, 2015 and commended the inspirational event. Ms. Pharr

concluded by informing the Commission of the passing of Mary Brown, former CSEA Chapter 2 President, and extended her condolences as well as thanked her for her many years of service to CSEA.

Ms. Lewis requested a moment of silence in memory of Ms. Brown prior to adjournment.

**NEXT REGULAR
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for October 29, 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 8:51 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:09 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:10 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT



Stacey V. Lewis, Chairperson



Kenneth Kato, Executive Officer