

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

MINUTES

Regular Meeting

October 29, 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 29, 2015, at 8:20 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
 Linda J. Vaughan

**STAFF MEMBERS
PRESENT**

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Shristie Nair, 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; 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 15, 2015 with the proposed revision, acknowledging the entire Equity, Access College/Career Readiness staff in their efforts on the Council of the Great City Schools annual conference.

<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, introduced Shristie Nair as the new Personnel Analyst in the Recruitment and Testing Unit. Mr. Kato informed the Commission of his second school-site visit on Tuesday, October 20, at

Bancroft Middle School with David Zaid, Employee Relations Director.

Susan Leaming, Personnel Analyst, notified the Commission of the positive response regarding the CalPERS session held on October 15, 2015, and included a note of appreciation from an employee who attended the CalPERS session.

Maria Braunstein, Personnel Analyst, reported on 19 current and 27 upcoming recruitments.

Dale Culton, Certification Services Manager, informed the Commission of the status of filling vacancies, including that four individuals have been hired off various re-employment lists. Mr. Culton extended kudos to Susan Brister and Judith Lopez, Human Resources Technicians, in their efforts to provide all classified employees with a Long Beach Unified School District email request form. Mr. Culton informed the Commission that email addresses will expire after 100 days of inactivity.

Mary Cates, Human Resources Supervisor, reported that she, Mr. Kato, and Ms. Lopez attended the High School Office Supervisor meeting on Wednesday, October 21, 2015 to present on the classified usage of the AESOP Substitute System and provided handouts to attendees.

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 1-16; Item 17 was pulled for further discussion.

8. **RATIFY** job announcement bulletin for ASB Financial Technician
9. **RATIFY** job announcement bulletin for Human Resources Assistant
10. **RATIFY** job announcement bulletin for Program Supervisor – Special Projects
11. **RATIFY** job announcement bulletin for Senior ASB Financial Technician
12. **RATIFY** job announcement bulletin for Site Specialist – Special Projects
13. **APPROVE** the certification of Custodian 15-0167-0139 eligibility list established October 21, 2015
14. **APPROVE** the certification of Custodian 15-0168-0139 eligibility list established October 21, 2015
15. **APPROVE** the certification of Custodian 15-0169-0139 eligibility list established October 21, 2015
16. **APPROVE** the certification of Custodian 15-0170-0139 eligibility list established October 21, 2015
17. **APPROVE** the certification of Custodian 15-0192NEW-0139 eligibility list

established October 21, 2015

18. **APPROVE** the certification of Custodian 15-0193-0139 eligibility list established October 21, 2015

19. **APPROVE** the certification of Instructional Aide – Alternative Schools 16-0022-0221 eligibility list established October 27, 2015

20. **APPROVE** the certification of Instructional Aide – Special 16-0019-0448 eligibility list established October 27, 2015

21. **APPROVE** the certification of Instructional Aide – Special 16-0014-0448 eligibility list established September 22, 2015 **AMENDED**

22. **APPROVE** the certification of School Safety Officer 16-0025-5014 eligibility list established October 19, 2015

23. **APPROVE** the certification of Student Store Lead 16-0021-5182 eligibility list established October 15, 2015

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 consent agenda item 17.

24. **APPROVE** the extension of Groundskeeper 15-0033-0172 eligibility list established November 4, 2014

OLD BUSINESS

None

NEW BUSINESS

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; items 2, 3, and 4 were held for discussion.

3. **APPROVE** the revisions to classification specifications:
Revise the classification specifications for Administrative Dietitian, Child Nutrition Specialist, Nutrition Services Assistant Director, Nutrition Services Director, and Nutrition Services Manager

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.

4. **APPROVE** the revisions to classification specification:
Revise the classification specification for Multimedia Technology Supervisor

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 3.

5. **REVIEW and ADOPT** Personnel Commission Annual Report for 2014-2015

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 table New Business item 4. The Commission also directed Mr. Kato to look into the technical issues of the settlement between CSEA and Long Beach Unified School District regarding use of substitutes.

4. DISCUSSION of the status of and term "Taint" for substitute employees

OTHER ITEMS

Commissioner Linda Vaughan, thanked the Personnel Commission staff for their well-wishes during her absence.

Commissioner Terence Ulaszewski expressed how he is impressed with the Long Beach Unified School District Personnel Commission staff with their work over the last fiscal year.

Ms. Leaming reported on the updates to the District website, including that the Personnel Commission employment webpages hosted by an outside vendor, have been finalized and are now live.

Commissioner Stacey Lewis, reported on her attendance at the NAACP Awards Dinner where Chris Steinhauser, Superintendent of Schools, was accepting an award. Ms. Lewis mentioned she received accolades from Mr. Steinhauser for the Commission's selection of Mr. Kato as the Executive Officer, Personnel Commission and Classified Employment. Ms. Lewis also asked Mr. Kato to explore avenues in which the Commission meetings can be more accessible to the public.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for November 12, 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 9:50 a.m.

OPEN SESSION

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

ADJOURMENT

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT


Stacey V. Lewis, Chairperson


Kenneth Kato, Executive Officer