

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

MINUTES

Regular Meeting

September 1, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, September 1, 2016, at 8:17 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 Terence Ulaszewski.

ROLL

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

Present:           Stacey V. Lewis  
                      Terence Ulaszewski  
                      Linda Vaughan

STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resources Services; Valeeta Pharr, CSEA Chapter 2 President; David Zaid, Director of Employee Relations; and Richard Leota.

MINUTES OF  
REGULAR MEETING  
APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of August 18, 2016.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that he and Shristie Nair, Personnel Analyst, attended a recent Personnel Testing Council of Southern California (PTC-SC) meeting where an informative presentation regarding utilizing social media for recruitment purposes was given. Staff is exploring social media options including creation of a LinkedIn account for the Commission. Mr. Kato notified the Commission that he and management staff

attended the Superintendent's Management Team Meeting on August 26, 2016 at Cabrillo High School to kick off the new school year.

Maria Braunstein, Personnel Analyst, updated the Commission on current and upcoming recruitments including ongoing recruitment efforts on Catalina Island for the Avalon school site.

Mary Cates, Human Resources Supervisor, updated the Commission on ongoing Vacancy Assignment (VA) processing efforts to assure employee information and start of the school year employee transfers are properly reflected in the payroll system so employees will be paid appropriately at the correct locations.

#### CONSENT AGENDA

Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify the Consent Agenda item 1.

1. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician

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

Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve the Consent Agenda item 2.

2. **APPROVE** the certification of Custodian - Avalon 16-0130-0139 eligibility list established August 25, 2016

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

Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve the Consent Agenda item 3.

3. **APPROVE** the certification of Human Resources Technician 16-0122-3352 eligibility list established August 30, 2016

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

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda item 4.

4. **APPROVE** the certification of Instructional Aide - Special 16-0137-0448 eligibility list established August 31, 2016

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

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a majority vote of those present to approve the Consent Agenda item 5.

5. **APPROVE** the certification of Nutrition Services Worker (NSW) - Avalon 16-0131-5068 eligibility list established August 29, 2016

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

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda item 6.

6. **APPROVE** the certification of Senior Health Assistant 16-0127-5174 eligibility list established August 31, 2016

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

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda item 7.

7. **APPROVE** the certification of Senior Office Assistant - Avalon 16-0133-0677 eligibility list established August 25, 2016

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

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a majority vote of those present to approve the Consent Agenda item 8.

8. **APPROVE** the certification of Senior Office Assistant - Avalon 16-0133-0677 eligibility list established August 25, 2016

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

Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve the Consent Agenda item 9.

9. **APPROVE** the certification of School Support Secretary 17-0002-5159 eligibility list established September 05, 2016

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

OLD BUSINESS None

NEW BUSINESS The Commission moved items 1 and 2 of New Business to Closed Session.

1. **APPROVE** the recommendation to remove from eligibility list ID 27226107
2. **APPEAL** of a Disqualified Applicant

OTHER ITEMS Commissioner Ulaszewski wished everyone a happy first day back to school.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for September 15, at 8:15 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 8:45 a.m. to discuss New Business items 1 and 2.

OPEN SESSION The Personnel Commission returned to open session at 9:18 a.m. The following reportable actions were taken:

1. A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 27226107.

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

2. A motion was made by Commission Lewis, seconded by Commission Vaughan, and the motion carried with a unanimous vote of those present to **DENY** the appeal of a Disqualified Applicant.

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

## ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:20 a.m. with the consent of the members.