

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
March 29, 2018

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of March 15, 2018 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Strategic Data Project Analyst 5-6

III. OLD BUSINESS

IV. NEW BUSINESS

1. **DISCUSS** a Public Hearing date for Proposed Personnel Commission Budget for 2017-2018 7
2. **APPROVE** Meeting Dates for Personnel Commission 2018-2019 8

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

April 12, 2018 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

## VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a) 1.

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

MINUTES

Regular Meeting

March 15, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, March 15, 2018 at 8:20 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 Linda Vaughan.

ROLL

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

Present: Linda Vaughan  
Terence Ulaszewski  
Stacey Lewis

STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; and Susan Brister, Human Resources Technician.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; Juan Garcia, Instructional Assistant-Computer Resources; and Eric Larsen, Sign Maker, Maintenance.

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 March 1, 2018.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE  
OFFICER

Kenneth Kato, Executive Officer, reported presenting with David Zaid, Director of Employee Relations and Community Engagement, on the seniority conversion and implementation of a new substitute procedure at the recent classified supervising secretaries' meeting on March 13, 2018. Mr. Kato informed the Commission the new substitute procedure will take effect on April 9, 2018.

Maria Braunstein, Personnel Analyst, reported on multiple sessions of testing. Ms. Braunstein informed the Commission that Recruitment and Testing staff are working on opening 18 recruitments.

Dale Culton, Certification Services Manager, reported on the status of filling vacancies. Mr. Culton reported participating on a committee along with Mary Cates, Human Resources Supervisor, and Susan Brister, Human Resources Technician assisting with conversion of payroll, from quadra-weekly to semi-monthly by testing online vacancy assignments. Mr. Culton thanked Ann Follett and Silaue Taeleifi, Human Resources Technicians for working diligently while a staff member was on leave.

Mary Cates, Human Resources Supervisor, updated the Commission on the Extended School Year (ESY)/Summer applications. Ms. Cates reported a total of 765 applications have been received and that 81% of the applications were submitted through the online portal. Ms. Cates informed the Commission that the computer lab will be open tomorrow for applicants to utilize the computers and staff will be available to assist them.

Susan Leaming, Personnel Analyst, reported that two sessions of CPR/First Aid certification training were held on March 2, 2018. A total of 107 classified employees were certified.

**CONSENT AGENDA** Following discussion, a motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-14.

1. **RATIFY** job announcement bulletin for Child Nutrition Specialist
2. **RATIFY** job announcement bulletin for HVAC Technician
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
5. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III
6. **RATIFY** job announcement bulletin for Nutrition Services Worker
7. **RATIFY** job announcement bulletin for Office Assistant; Office Assistant-Bilingual Spanish
8. **RATIFY** job announcement bulletin for School Safety Officer
9. **RATIFY** job announcement bulletin for Senior Office Assistant; Senior Office Assistant-Bilingual Spanish
10. **RATIFY** job announcement bulletin for Senior Office Assistant-Schools; Senior Office Assistant-Bilingual Spanish

11. **APPROVE** the certification of Intermediate Office Assistant 18-0049-0673 eligibility list established March 9, 2018
12. **APPROVE** the certification of Intermediate Office Assistant-BL Spanish 18-0050-5050 eligibility list established March 9, 2018
13. **APPROVE** the certification of Intermediate Office Assistant-Schools 18-0051-3354 eligibility list established March 9, 2018
14. **APPROVE** the certification of Intermediate Office Assistant-Schools BL Spanish 18-0052-5052 eligibility list established March 9, 2018

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

#### OLD BUSINESS

None

#### NEW BUSINESS

Following discussion, a motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **APPROVE** the following:  
Adopt the revised class specification of Plant Supervisor-High School

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

After a lengthy discussion between Personnel Commission staff, Commissioners and audience members, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve New Business item 2.

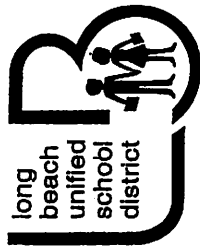
2. **APPROVE** the following:  
Adopt the revised class specification of Custodian

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

The Commission held a discussion regarding New Business item 3. Ms. Lewis expressed concerns regarding the establishment of minimum entrance qualifications for recruitment. Mr. Ulaszewski noted the wording for the high school education requirements of the job bulletins is varied. Kenneth Kato, Executive Officer, explained that staff updates class descriptions on an on-going basis to assure consistency. Mr. Ulaszewski requested to agendize the wording of the high school education requirement in the near future for clarification purposes.

3. **DISCUSS** the establishment of minimum entrance qualifications

OTHER ITEMS	The Commission recognized Commissioner Vaughn's birthday and expressed their best wishes.
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 29, 2018 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 9:17 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:25 a.m. No reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:27 a.m. with the consent of the members.



## An Exciting Career Opportunity Awaits You at

# LONG BEACH UNIFIED SCHOOL DISTRICT

## STRATEGIC DATA PROJECT ANALYST

**\$82,909- \$97,364 Annually**

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 18-0090-5230 AS

*Maria Braunstein*

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Strategic Data Project Analyst. Under administrative direction, use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K-12 education; perform related duties as assigned.

This is a three year-grant funded, 100% FTE (8 hours per day), 12 month position. The current vacancy is located at Research.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Strategic Data Project Analyst

## **THE IDEAL CANDIDATE**

Successful candidates will have a Master's degree in education, mathematics, developmental psychology or a related field. A Ph.D. is highly preferred.

Eligibility as a Data Fellow candidate through the Center for Education Policy Research at Harvard University is highly preferred.

Additionally, candidates will have two years of professional experience in qualitative and quantitative data analysis, research design and data-driven decision making with an emphasis in educational research.

## **SPECIAL REQUIREMENTS**

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. May be required to travel from one school location to another. Occasional evening or variable hours.

## **SALARY AND BENEFITS**

The annual salary for Strategic Data Project Analyst is \$82,909 to \$97,364, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

## **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/> The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

**Application Deadline: 4:30 p.m., Thursday, March 29, 2018**

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District  
Personnel Commission Office  
4400 Ladoga Avenue  
Lakewood, CA 90713  
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>  
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Establish a Public Hearing date for Proposed  
Personnel Commission Budget for 2018-2019

PAGE: 7

Date: March 29, 2018

Reason for  
Consideration: Action

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EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION  
OR REJECTION; AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission set the Public Hearing date for the Proposed Personnel Commission Budget for 2018-2019 on Thursday, April 26, 2018 at 8:15a.m. at the Personnel Commission Office, 4400 Ladoga Avenue, Long Beach, California .

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Meeting Dates for Personnel Commission 2018-2019      PAGE: 8

Date:            March 29, 2017

Reason for  
Consideration: Action

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**MEETING DATES 2018-19**

All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

**2018**

July 5  
July 19

August 2  
August 16  
August 30

September 13  
September 27

October 11  
October 25

November 8  
November 22\*

December 6  
December 20

**2019**

January 3\*  
January 17  
January 31

February 14  
February 28

March 14  
March 28

April 11  
April 25

May 9  
May 23

June 6  
June 20

\*The regular biweekly meeting of the Personnel Commission on November 22, 2018 meeting is scheduled on Thanksgiving and the January 3, 2018 meeting is scheduled during Winter Recess. The Commission may elect to hold this meeting on an alternate date.