

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

MINUTES

Regular Meeting

April 26, 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, April 26, 2018 at 8:19 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
Stacey V. Lewis
Terence Ulaszewski

STAFF MEMBERS PRESENT

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

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; James Kruse, CSEA Chapter 2 Vice President-Unit A; and Eric Larsen, Sign Maker, Maintenance.

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 April 12, 2018.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on attending the Southern California Public Management Association-Human Resources (SCPMA-HR) one-day conference on April 18, 2018. The event included workshops with keynote speakers and attendees from other agencies.

Mr. Kato reported on the April 18, 2018 Board of Education meeting approvals. The Board approved layoffs due to a decline in enrollment and a budget reduction in the District.

Mr. Kato announced the adoption of the 2019-2022 school calendars.

Mr. Kato informed the Commission that the Board approved a school site security initiative with an estimated cost of \$11.0 million, to be supported by Facilities Bond funding.

Mr. Kato reported on the New Classified Employee Orientation on April 19, 2018. Mr. Kato stated that visitors from the Los Angeles County Office of Education attended to observe the program. The next orientation is scheduled on May 17, 2018.

Mr. Kato informed the Commission that the Employee of the Year Selection Committee will be meeting tomorrow to screen the nominations. Over 100 nomination forms were submitted for approximately 20 classified employees.

Shristie Nair, Personnel Analyst, reported on current recruitment and testing activities. Ms. Nair notified the Commission that she and Andrea Armas, Human Resources Assistant, were invited to Long Beach School for Adults to answer questions regarding the application process.

Dale Culton, Certification Services Manager, updated the Commission on the status of transfer requests. Mr. Culton provided an explanation of the transfer request process.

Susan Leaming, Personnel Analyst, informed the Commission that two sessions of CPR/First Aid trainings will be held on Friday, May 4, 2018 at the Teacher Resource Center (TRC). Ms. Leaming reported working on the California School Employees Association (CSEA) annual statewide survey and notified the Commission the total enrollment for LBUSD K-12 students is 76,173.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-9.

1. **RATIFY** job announcement bulletin for Educare Family Support Specialist; Educare Family Support Specialist-BL Spanish
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for Senior Systems Analyst
4. **APPROVE** the certification of Administrative Secretary 18-0067-3339 eligibility list established April 25, 2018
5. **APPROVE** the certification of Maintenance Director 18-0063-0083 eligibility list established April 17, 2018

6. **APPROVE** the certification of Nutrition Services Worker 18-0057-5068 eligibility list established April 9, 2018
7. **APPROVE** the certification of Nutrition Services Worker (Revised) 18-0030-5061 eligibility list established April 9, 2018
8. **APPROVE** the certification of School Safety Officer 18-0081-5014 eligibility list established April 19, 2018
9. **APPROVE** the certification of School Support Secretary-BL Spanish 18-0071-5159 eligibility list established April 17, 2018

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

OLD BUSINESS None

NEW BUSINESS

1. **OPEN** a public hearing on the 2018-2019 proposed Personnel Commission Budget

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to open a public hearing on the proposed 2018-2019 Personnel Commission Budget.

Mr. Kato provided an overview of the proposed budget. Mr. Kato discussed the recommended changes to the Personnel Commission Budget.

2. **ADOPT** the 2018-2019 Personnel Commission Budget

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote to adopt the 2018-2019 Personnel Commission Budget.

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

3. **CLOSE** the public hearing on the 2018-2019 Personnel Commission Budget

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote to close the public hearing on the proposed 2018-2019 Personnel Commission

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

- OTHER ITEMS Commissioner Lewis, informed the Commission she will be resigning effective June 1, 2018 due to her relocation of residence. Ms. Lewis extended her appreciation and thanked everyone for the 6 years as Personnel Commissioner.
- NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 10, 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 8:31 a.m.
- OPEN SESSION The Personnel Commission returned to open session at 8:43 a.m. No reportable actions were taken.
- ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:45 a.m. with the consent of the members.