

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

MINUTES

Regular Meeting

January 18, 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, January 18, 2018 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 Linda Vaughan.

ROLL

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

Present: Linda Vaughan
Stacey Lewis
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Yvette Brotherton, Provisional Human Resources Assistant; and Cynthia Emami, provisional Human Resources Assistant.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Juan Garcia, CSEA Chief Job Steward; Eric Larsen, Sign Maker, Maintenance; Ramona Burton, Campus Security Officer; and Ruthie Griffin.

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 December 21, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

Ramona Burton, Campus Security Officer, requested the Commission to review her employee rights. The Commissioners asked that Mr. Kenneth Kato direct Ms. Burton to Human Resources Services. Valeeta Pharr, CSEA Chapter 2 President, offered to assist Ms. Burton following the meeting.

REPORT FROM
EXECUTIVE
OFFICER

Mr. Kato reported that conversion of classified seniority to date of hire is moving forward. As of January 12, 2018, 505 employees have reviewed their seniority records on the portal, 357 employees have accepted their records, and 22 employees have appealed.

Kenneth Kato, Executive Officer, introduced Yvette Brotherton and Cynthia Emami as the provisional Human Resources Assistants to assist with the conversion process and researching employee appeals. Marilyn Balmer, retired Personnel Analyst, will be leading the seniority unit.

Mr. Kato informed the Commission that Cleveland Elementary School students started attending the Monroe site on January 8, 2018. Mr. Kato addressed the facility and equipment adjustments made to the Monroe site. Mr. Kato informed the Commission that Diana Craighead, Vice President, Board of Education, thanked the Personnel Commission at the Board Meeting yesterday for helping out the school site.

Mr. Kato reported he participated in the "Dawn Patrol", where administrators assisted Stephens Middle School students to board buses that transported them to their interim housing site, Jordan Plus.

Mr. Kato informed the Commission that he and Commissioner Linda Vaughan will attend the California School Personnel Commissioners Association (CSPCA) annual conference February 1-4, 2018 in San Diego, California.

Mr. Kato reported on current recruitment and testing activities.

Dale Culton, Certification Services Manager, reported on the smooth transition of classified staffing as it relates to the substitute system to ensure substitutes report to correct sites.

Mary Cates, Human Resources Supervisor, informed the Commission that the online summer employment applications will be available on January 29, 2018. Summer Employment application bulletins and brochures were sent to school sites asking to post the flyers on site. The deadline to apply is March 16, 2018 at 4:30 p.m. The Personnel Commission computer lab will be open on February 9, February 21, March 6, and March 16 to assist applicants with the online portal.

Ms. Cates informed the Commission she will be retiring from the District on June 29, 2018.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that Classified Seniority computer access classes will be offered to employees at the Teacher's Resource Center (TRC) from 3-5pm on January 22 and January 29.

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 1-6.

1. **RATIFY** job announcement bulletin for Associate Educational Research Analyst

2. **APPROVE** the certification of Facilities Project Manager-Construction 18-0040-5139 eligibility list established January 4, 2018
3. **APPROVE** the certification of Head Start Instructional Aide 18-0028-0657 eligibility list established January 4, 2018
4. **APPROVE** the certification of Head Start Instructional Aide 18-0042-0657 eligibility list established January 4, 2018
5. **APPROVE** the certification of Nutrition Services Worker 18-0032-5068 eligibility list established January 4, 2018
6. **APPROVE** the certification of Truck Driver 18-0041-0392 eligibility list established January 3, 2018

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

OLD BUSINESS

1. **APPROVE** the following:
Revision to the Rules and Regulations of the Classified Service, Chapter X (Second Reading)

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 Old Business Item 1.

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

NEW BUSINESS

1. **DISCUSS** the following:
Revisions to the Rules and Regulations of the Classified Service, Chapter I (First Reading)

New Business Item 1 was discussed and will be brought forward for a second reading and approval at the next Commission meeting.

2. **APPROVE** the following:
Adopt the revised class specifications of:
Senior Nutrition Services Worker
Intermediate Nutrition Services Worker
Nutrition Services Worker

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 2.

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

- APPROVE** the recommendation to remove from eligibility list ID 27756850

Staff submitted a recommendation to remove a name from current eligibility list per Personnel Commission Rules 4.2.A.8. The individual was present to appeal the recommendation. Ms. Vaughan explained the difference between Open and Closed Session to Candidate 27756850. The individual requested to be heard in Open Session.

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, updated the Commission of the new CSEA Officers for Long Beach Unified School District. As of January 1, 2018, the elected officials are Gilbert Bonilla, 1st Vice President, Lord Galoyo, 2nd Vice President, Jim Kruse, Unit A Vice President and Raja Singh, Chief Job Steward. Ms. Pharr invited the Commissioners to the Installation scheduled on January 27, 2018.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 1, 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 9:01 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:11 a.m. The following reportable actions were taken:

- The Commission acted to sustain staff's recommendation to remove ID 27756850 from the current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of exam. They instructed the Executive Officer to notify the applicant of the decision.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:16 a.m. with the consent of the members.