

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

MINUTES

Regular Meeting

February 1, 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, February 1, 2018 at 8:23 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 Stacey Lewis.

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; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Adriana Araujo, Staff Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Juan Garcia, CSEA Chief Job Steward; and Ramona Burton, Campus Security Officer.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of January 18, 2018.

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

Commissioner Vaughan arrived at 8:25 a.m.

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

Ramona Burton, Campus Security Officer, requested the Commission to review her employee rights. The Commissioners asked that Ms. Burton contact Human Resources Services.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that conversion of classified seniority to date of hire is moving forward. As of today, more than 850 employees have reviewed their seniority records on the portal, 739 have accepted their records,

and 15 employees have appealed and been resolved. Marilyn Balmer, retired Personnel Analyst, will be leading the seniority unit. Mr. Kato thanked Dale Culton and Susan Learning for working with the Classified Seniority Unit.

Mr. Kato informed the Commission he gave new District Directors a tour of the Personnel Commission Office. Mr. Kato will also be presenting to aspiring school principals regarding the Personnel Commission and the Merit System.

Mr. Kato reported on the New Employee Orientation on January 25, 2018. Mr. Kato informed the Commission the next orientation is scheduled in April.

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

Shristie Nair, Personnel Analyst, reported on current recruitment and testing activities. Ms. Nair concluded by informing the Commission that Maria Braunstein, Personnel Analyst, presented at Head Start regarding best practices for interviewing candidates.

Dale Culton, Certification Services Manager, reported participating on a committee assisting with conversion of payroll, from quadra-weekly to semi-monthly.

Mary Cates, Human Resources Supervisor, informed the Commission that the online summer employment applications became available on January 29, 2018. Summer Employment application bulletins and brochures were sent to school sites asking them to post the flyers on site.

Susan Learning, Personnel Analyst, notified the Commission of upcoming CPR/First Aid trainings for classified staff on March 2, 2018 at the Teacher Resource Center (TRC).

Mr. Kato informed the Commission that Dale Culton, Certification Services Manager, and Yvette Brotherton and Cindy Emami, provisional Human Resource Assistants, participated in a two hour session to assist employees with the Classified Seniority portal at the TRC.

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 1-3.

1. **APPROVE** the certification of Head Start Instructional Aide-BL Spanish 18-0029-5235 eligibility list established January 29, 2018
2. **APPROVE** the certification of Head Start Instructional Aide-BL Spanish 18-0043-5235 eligibility list established January 30, 2018
3. **APPROVE** the certification of Transportation Supervisor 18-0037-0886 eligibility list established February 1, 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:
Revisions to the Rules and Regulations of the Classified Service, Chapter I (Second Reading)

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. **APPROVE** the following:
Adopt the revised class specification for Landscape Irrigation Worker

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

OTHER ITEMS

Juan Garcia, CSEA Chief Job Steward, thanked Mr. Kato and the Classified Seniority Unit for providing access to the computer lab and being available to assist employees with seniority questions.

Valeeta Pharr, CSEA Chapter 2 President, thanked Ms. Vaughan for being a guest speaker at CSEA's installation meeting on January 27, 2018. Ms. Pharr informed the Commission their efforts to provide training to employees.

Ms. Lewis informed Mr. Kato and Personnel Commission staff of the 2018 Southern California Public Management Association-Human Resources (SCPMA-HR) conference on April 18, 2018 at Almanson Court in Alhambra, California.

Dale Culton, Certification Services Manager, informed the Commission the passing of the father of Anne Follett, Human Resources Technician.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 15, 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 8:59 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:20 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:28 a.m. with the consent of the members.