

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

MINUTES

Regular Meeting

May 10, 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, May 10, 2018 at 8:16 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; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; Yvette Brotherton, Provisional Human Resources Assistant; and Cynthia Emami, Provisional Human Resources Assistant .

GUESTS

Matthew Woods, Executive Director, Information and Technology Systems; Valeeta Pharr, CSEA Chapter 2 President; James Kruse, CSEA Chapter 2 Vice President-Unit A; Chester Davidson, CSEA Chapter 2 Vice President-Unit B 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 April 26, 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, updated the Commission on facility changes occurring at the Monroe site for the 2018-2019 school year due to the air-conditioning Measure E projects.

Kenneth Kato, Executive Officer, reported on preparing for the annual Classified Employee Celebration scheduled on Friday, May 25, 2018. This year's celebration is a County Fair theme.

Maria Braunstein, Personnel Analyst, reported on current recruitment and testing activities. Ms. Braunstein notified the Commission on working with Educare. Ms. Braunstein would like to thank the recruitment and testing staff for all their hard work.

Dale Culton, Certification Services Manager, updated the Commission on the status of vacancies.

Susan Leaming, Personnel Analyst, reported that 72 classified employees from The Office of School Support Services attended the CPR/First Aid trainings on Friday, May 4, 2018 at the Teacher Resource Center (TRC).

GENERAL
COMMUNICATIONS
#8

Recognition of the Classified Seniority Unit staff in the Long Beach Unified School District's Personnel Commission.

Kenneth Kato, Executive Officer extended his appreciation for the Classified Seniority Unit staff and the great work that it did with the seniority conversion of classified seniority to date of hire. Commissioner Vaughan, Commissioner Ulaszewski, Commission Lewis and Mr. Kato presented Yvette Brotherton, Provisional Human Resources Assistant, and Cynthia Emami, Provisional Human Resources Assistant, with a certificate of appreciation of service with the Long Beach Unified School District.

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 1-12.

1. **RATIFY** job announcement bulletin for Accountant
2. **RATIFY** job announcement bulletin for Instructional Aide-Educare; Instructional Aide-Educare BL Spanish; Instructional Aide-Educare BL Khmer
3. **RATIFY** job announcement bulletin for Research Office Technician
4. **APPROVE** the certification of Child Nutrition Specialist 18-0083-3322 eligibility list established May 10, 2018
5. **APPROVE** the certification of Computer Support Technician 18-0080-5108 eligibility list established May 10, 2018
6. **APPROVE** the certification of Grounds Equipment Operator I 18-0064-0175 eligibility list established May 11, 2018
7. **APPROVE** the certification of Grounds Equipment Operator I 18-0064-0175 eligibility list established May 11, 2018

8. **APPROVE** the certification of HVAC Technician 18-0069-5103 eligibility list established May 9, 2018
9. **APPROVE** the certification of Instructional Aide-Special 18-0091-0448 eligibility list established May 3, 2018
10. **APPROVE** the certification of Intermediate Nutrition Services Worker 18-0065-5058 eligibility list established May 11, 2018
11. **APPROVE** the certification of Painter 18-0072-0113 eligibility list established May 3, 2018
12. **APPROVE** the certification of Senior Nutrition Services Worker 18-0066-5071 eligibility list established May 11, 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. **APPROVE** the extension of eligibility list established May 23, 2017

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 New Business Item 1.

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

2. **APPROVE** the following:
 Create the classification of Technology Field Operations Supervisor
 Allocate the classification of Technology Field Operations Supervisor to salary range 42

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 New Business Item 2.

<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. **APPROVE** the following:
 Revised classification and title of Employment Services Supervisor, and direct all positions and employment lists be reclassified for the purpose of title change only

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 3.

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

4. **APPROVE** the Adoption of Resolution Regarding Classified Employee Week

Mr. Kato explained that each year, the Personnel Commission would like to declare the resolution that is in the Education Code. A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business Item 4.

<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 Valeeta Pharr, CSEA Chapter 2 President, introduced Chester Davidson as the new CSEA Chapter 2 Vice President-Unit B and Eric Larsen, Sign Maker, Maintenance.

- NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 24, 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 8:57 a.m.

- OPEN SESSION The Personnel Commission returned to open session at 9:08 a.m. No reportable actions were taken.

- ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:10 a.m. with the consent of the members.