

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 Leaming, 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 agendaize 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.