

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

MINUTES

Regular Meeting

February 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, February 15, 2018 at 8:15 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

Absent: Stacey Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Adriana Araujo, Staff Secretary; and Marilyn Balmer, retired Personnel Analyst.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; and Juan Garcia, Instructional Assistant.

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 February 1, 2018.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on attending the California School Personnel Commissioners Association (CSPCA) annual conference on February 2-4, 2018 in San Diego. Session topics included the Brown Act and Emotional Intelligence.

Mr. Kato introduced Marilyn Balmer, retired Personnel Analyst, as the staff member leading the Classified Seniority Unit (CSU). Ms. Balmer expressed her gratitude toward all staff for working as a team including the payroll and employee

relations departments. Mr. Kato thanked Dale Culton, Susan Leaming, and CSU staff for their hard work and continuing efforts.

Mr. Kato reported at the Merit Academy on February 10, 2018. He presented on the Brown Act.

Mr. Kato informed the Commission that the annual Classified Employee Celebration will be held on Friday, May 25, 2018. Mr. Kato mentioned that each year a Classified Employee of the Year and a Personnel Commission Employee of the Year are selected. Mr. Kato noted the employee of the year plaques and artwork by Millikan students are displayed in the Personnel Commission hallway.

Maria Braunstein, Personnel Analyst, reported on current recruitment and testing activities. Ms. Braunstein concluded by informing the Commission that staff is working on 19 recruitments in various stages of the process.

Mary Cates, Human Resources Supervisor, reported receiving 378 summer employment applications. Ms. Cates informed the Commission staff continues to work on eligibility lists to sites and processing walk-on coaches for spring sports.

Mr. Kato noted the online summer employment application experienced a temporary connection problem that has been corrected.

#### CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-15.

1. **RATIFY** job announcement bulletin for Administrative Secretary
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
3. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
4. **RATIFY** job announcement bulletin for Maintenance Director
5. **RATIFY** job announcement bulletin for Painter
6. **RATIFY** job announcement bulletin for School Support Secretary-BL Spanish
7. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
8. **RATIFY** job announcement bulletin for Telecommunications Technician
9. **APPROVE** the certification of Executive Secretary (C) 18-0059-0678 eligibility list established February 6, 2018

10. **APPROVE** the certification of Facilities Project Manager-Planning 18-0054-5190 eligibility list established February 7, 2018
11. **APPROVE** the certification of Instructional Aide-Special 18-0053-0448 eligibility list established February 9, 2018
12. **APPROVE** the certification of Intermediate Payroll Accounting Technician 18-0056-0756 eligibility list established January 31, 2018
13. **APPROVE** the certification of Network Specialist 18-0055-5119 eligibility list established February 8, 2018
14. **APPROVE** the certification of Pool Operator 18-0016-5241 eligibility list established February 14, 2018
15. **APPROVE** the certification of Systems Analyst-CICS/COBOL 18-0047-5246 eligibility list established February 8, 2018

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

OLD BUSINESS           None

NEW BUSINESS         None

OTHER ITEMS           Valeeta Pharr, CSEA Chapter 2 President, notified the Commission she attended the California School Personnel Commissioners Association (CSPCA) conference in San Diego. Ms. Pharr informed the Commission of her recent attendance at the Merit Academy and the CSEA Leadership Academy.

Ms. Vaughan informed the Commission that she is attending the Merit Academy. Ms. Vaughan complimented Mr. Kato's presentation on the parliamentary procedures and the Brown Act at the Merit Academy.

NEXT REGULAR MEETING       The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 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 8:32 a.m.

OPEN SESSION         The Personnel Commission returned to open session at 8:40 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.