

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

MINUTES

Regular Meeting

April 12, 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, April 12, 2018 at 8:14 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; 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; James Kruse, CSEA Chapter 2 Vice President, Unit A.

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 March 29, 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, notified the Commission the new classified substitute procedures went into effect on April 9, 2018. The new procedures end the practice of "tainting" substitute employees that work in vacancies and put in place new guidelines to ensure sites fill their vacancies in a timely manner.

Mr. Kato updated the Commission on the conversion of classified seniority to date-of-hire. Mr. Kato informed the Commission the appeal period has ended and the final seniority lists will be completed by Monday, April 16, 2018 pending the closure

of appeals. One hundred three employees appealed their seniority record and 102 appeals have been resolved. One thousand one hundred forty-nine employees accepted their seniority record, and an additional 776 reviewed their record. Nine hundred ninety-two employees did not view their record.

Mr. Kato reported that the next New Classified Employee Orientation will be on April 19, 2018. Mr. Kato stated that visitors from the Los Angeles County Office of Education will be attending to observe the program.

Maria Braunstein, Personnel Analyst, reported on current recruitment and testing activities. Ms. Braunstein reported on 32 recruitments at various stages. Ms. Braunstein reported that she and Andrea Armas, Human Resources Assistant, conducted performance exams in the Maintenance department, providing cross-training for Ms. Armas in proctoring exams.

Dale Culton, Certification Services Manager, updated the Commission on filling Building Maintenance Worker and HVAC Technician vacancies. Mr. Culton concluded that Asghar Tootla, Human Resources Technician, and Wendy Rosenquist, Special Education Administrator, worked diligently on employee transfers.

Mary Cates, Human Resources Supervisor, reported 862 summer school applications were received and 701 were submitted online through the portal.

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 1-6.

1. **RATIFY** job announcement bulletin for Custodial Services Inspector
2. **RATIFY** job announcement bulletin for Pool Operator
3. **APPROVE** the certification of Instructional Aide-Special 18-0062-0448 eligibility list established April 4, 2018
4. **APPROVE** the certification of Landscape Irrigation Worker 18-0076-0617 eligibility list established April 10, 2018
5. **APPROVE** the certification of Landscape Irrigation Worker 18-0076-0617 eligibility list established April 10, 2018
6. **APPROVE** the certification of Plant Utilities Operator 18-0075-3308 eligibility list established April 10, 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

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 New Business item 1.

- 1. **APPROVE** the following:
 Create the classification of General Counsel – Special Education
 Allocate the General Counsel – Special Education classification to salary range 55 (M2)

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

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 New Business item 2.

- 2. **APPROVE** the following:
 Adopt the revised class specification of Research Office Technician

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

OTHER ITEMS

Commissioner Ulaszewski, stated he would like to close the meeting in honor of Trusten Lofland, a Navy veteran and one of the first black men hired by both the Long Beach Police Department and California Highway Patrol. Mr. Ulaszewski expressed his gratitude toward Mr. Lofland’s dedication and commitment in the service of our country and our community. Mr. Lofland was the spouse of former LBUSD Personnel Commissioner Patricia Lofland.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 26, 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 8:31 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:53 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:55 a.m. with the consent of the members.