

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

MINUTES
Regular Meeting

July 20, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, July 20, 2017 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: Terence Ulaszewski
 Linda Vaughan
 Stacey Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Anne Follett, Human Resources Technician; Susan Follmuth, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; Judith Lopez, Human Resources Technician; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; and Juan Garcia, CSEA Chief Job Steward.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of July 6, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, announced that the Board Meeting was Monday, July 17 and the new President of the Board was elected to be Megan Kerr and the Vice-President is Diana Craighead.

Mr. Kato reported that staff participated in a promotional video recorded by the Office of Multimedia Services per request by Ruth Ashley.

Mr. Kato announced that there will be no Personnel Commission meeting for August 3, 2017. Procedures will be taken by staff to delay lists until bulletins are approved by the Commissioners at the August 17th meeting.

Mr. Kato recognized Commissioners Lewis and Ulaszewski for their upcoming birthdays.

Susan Follmuth, Human Resources Technician, reported the Recruitment and Testing unit has been working with several departments including Research, Transportation, Grounds, Maintenance and Special Education to assure vacant positions are filled before school starts. Ms. Follmuth concluded that Recruitment and Testing staff will be going to Catalina Island to test for the following positions Campus Security Officer, Nutrition Services Worker, Instructional Aide-Special, and Health Assistant.

Dale Culton, Certification Services Manager, reported staff is contacting principals to fill pending vacancies for the incoming fiscal year.

Mary Cates, Human Resources Supervisor, reported that staff is working on inputting payroll hours for regular and summer employees. Ms. Cates concluded that staff is currently working on "No Earnings" project, Vacancy Assignments "VA's" for Instructional Aide-Specials and transfer requests on-line for the incoming fiscal year.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify Consent Agenda items 1-8 and approve Consent Agenda items 9, 10, 11, 12, 13, 15, 16. Item 14 was pulled for further discussion.

1. **RATIFY** job announcement bulletin for ASB Financial Technician
2. **RATIFY** job announcement bulletin for Heavy Truck Driver
3. **RATIFY** job announcement bulletin for Instructional Aide-Deaf/Hard of Hearing
4. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant
5. **RATIFY** job announcement bulletin for Job Developer
6. **RATIFY** job announcement bulletin for Plant Supervisor I
7. **RATIFY** job announcement bulletin for Plant Supervisor II
8. **RATIFY** job announcement bulletin for School Safety Officer

9. **APPROVE** the certification of Administrator, Construction 17-0037-5211 eligibility list established July 17, 2017
10. **APPROVE** the certification of Administrator, Facilities, Development and Planning 17-0038-5210 eligibility list established July 17, 2017
11. **APPROVE** the certification of Building Maintenance Worker 17-0112-0625 eligibility list established July 21, 2017
12. **APPROVE** the certification of Building Maintenance Worker/Driver (Open) 17-0113-0880 eligibility list established July 21, 2017
13. **APPROVE** the certification of Building Maintenance Worker/Driver (Promotional) 17-0113-0880 eligibility list established July 21, 2017
15. **APPROVE** the certification of Campus Security Officer (Substitute Only) 17-0121-5011 eligibility list established July 21, 2017
16. **APPROVE** the certification of Senior Health Assistant 17-0109-5174 eligibility list established July 14, 2017

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

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 the Consent Agenda item 14

14. **APPROVE** the certification of Campus Security Officer-Avalon 17-0073-5011 eligibility list established July 17, 2017

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

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 17, 2017 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 8:37 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:57 a.m. No reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:59 a.m. with the consent of the members.