

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

MINUTES

Regular Meeting

October 26, 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, October 26, 2017 at 8:17 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 Lewis
 Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Chief Job Steward; Ignacio Flores, Groundskeeper; Chester Davidson, Locksmith; Eric Larsen, Sign Maker; Eileen Pina, Head Start Family Services Liaison; and Pamela Whittaker, Instructional Aide-Deaf/Hard of Hearing.

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 October 12, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the New Classified Employee Orientation sessions held on October 19, 2017 had 45 attendees. The Board of Education recently approved funding to continue the orientation program.

Mr. Kato announced that on October 18, 2017 the Board of Education recommended Commissioner Ulaszewski for reappointment.

Mr. Kato reported that he and Commissioner Vaughan attended a Personnel Commission Association of Southern California (PCASC) event and John Glaza, Consultant, presented a workshop entitled "Are Leaders Born or Made?"

Mr. Kato notified the Commission that CSEA membership will vote tonight on changing seniority calculations from hours worked to date-of-hire. Mr. Kato stated the seniority change has been a multi-year effort between the Personnel Commission, Human Resource Services, Employee Relations, and CSEA. Recently, classified employees were invited to informational meetings regarding the proposed change.

Mr. Kato attended the Confidential and Supervising Secretaries Association (CASSA) meeting with the Superintendent on October 25, 2017. Mr. Kato was invited to the next general CASSA meeting on November 14, 2017.

Mr. Kato reported that the Facilities department held a community meeting in the auditorium on October 25th to address concerns regarding the impact of Measure E projects on the surrounding neighborhood. Mr. Kato updated the Commission on facility changes occurring at the Personnel Commission site.

Maria Braunstein, Personnel Analyst, thanked the Commission for giving her the opportunity to participate in the development of the New Employee Orientation Program. Ms. Braunstein informed the Commission that Recruitment and Testing staff are working on over 20 recruitments in various stages and two large recruitments, Intermediate Office Assistant and Custodian, are pending.

Mary Cates, Human Resources Supervisor, stated the Commission that Certification and Employment Services continue to work with Technology and Information Services staff to enhance the online summer employment application. The revised online application is expected to be available via the portal on January 29, 2018.

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 1-11.

1. **RATIFY** job announcement bulletin for Facilities Project Manager-Construction
2. **RATIFY** job announcement bulletin for Nutrition Services Worker
3. **RATIFY** job announcement bulletin for Pool Operator
4. **APPROVE** the certification of Educational Research Analyst I 18-0021-3301 eligibility list established October 23, 2017
5. **APPROVE** the certification of Groundskeeper 18-0018-0172 eligibility list established October 16, 2017

6. **APPROVE** the certification of Instructional Aide-Educare Bilingual Spanish 17-0142-5206 eligibility list established October 12, 2017
7. **APPROVE** the certification of Nutrition Services Manager 18-0030-5061 eligibility list established October 24, 2017
8. **APPROVE** the certification of Nutrition Services Worker 17-0147-5068 eligibility list established October 26, 2017
9. **APPROVE** the certification of School Data Technician 18-0024-3360 eligibility list established October 20, 2017
10. **APPROVE** the certification of Senior Health Assistant 18-0020-5174 eligibility list established October 19, 2017
11. **APPROVE** the certification of Stationary Engineer-Nutrition Center 18-0012-3300 eligibility list established September 29, 2017

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

OLD BUSINESS None

- NEW BUSINESS
1. **APPROVE** the following:
Abolish the classifications of:
Transportation Aide
Transportation Aide, BL Khmer
Transportation Aide, BL Spanish

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		
Stacey Lewis	X		
Terence Ulaszewski	X		

2. **REVIEW** and **ADOPT** the 2016-2017 Annual Report of the Personnel Commission

Mr. Kato, noted that the Education Code requires the Personnel Commission to prepare an Annual Report for the Board of Education. The report informs the Board of Education about the activities of the Personnel Commission during the preceding fiscal year. Mr. Kato presented the report to the Commission for their review and consideration.

The Commissioners commended Mr. Kato and staff for their hard work and efforts throughout the year.

Mr. Kato informed the Commission that he has requested to present the Annual Report to the Board of Education at their workshop in November.

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 adopt New Business Item 2.

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

3. **APPROVE** the recommendation to remove from eligibility list ID 32116469

The Commission moved New Business Item 3 to Closed Session.

OTHER ITEMS

Juan Garcia, CSEA Chief Job Steward, informed the Commission that neighbors who attended the community meeting yesterday were appreciative of the Personnel Commission's understanding of their concerns. Mr. Garcia informed the Commission that CSEA membership will vote on the seniority changes and other issues tonight.

Mr. Ulaszewski thanked CSEA for their support regarding the changes to the calculation of seniority and of his reappointment as a Commissioner. Mr. Ulaszewski commended Commission staff for their professionalism and support of fellow co-workers.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 9, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

At 9:02 a.m. Ms. Lewis excused herself from closed session.

The Personnel Commission retired into closed session at 9:03 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:38 a.m. The following action was taken:

1. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 32116469.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:40 a.m. with the consent of the members.