

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

MINUTES

Regular Meeting

December 7, 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, December 7, 2017 at 8:16 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; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; and Adriana Araujo, Staff Secretary.

GUESTS

David Zaid, Director of Employee Relations and Community Engagement; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President-Unit A; Juan Garcia, CSEA Chief Job Steward; Brittany Jones, CSEA Labor Relations Representative; and Emily Wright, CSEA Labor Relations Representative.

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 November 9, 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, attended the Confidential and Supervising Secretaries Association (CASSA) meeting on November 14, 2017 to present on questions regarding the Personnel Commission and the Merit System.

Mr. Kato reported that he presented the 2016-2017 Personnel Commission Annual Report to the Board of Education on November 15, 2017. The report was well-received by the Board. Commissioner Ulaszewski and Commissioner Vaughan were also present at the workshop. Mr. Kato informed the Commission of the positive recognition received from the Board of Education for the hard work of Personnel Commission staff over the last fiscal year. Mr. Kato informed the Commission that a video of the annual report presentation is available online on the Board of Education's webpage.

Mr. Kato informed the Commission that the staff will be welcoming a new Plant Supervisor, Noel Aguirre, to the Monroe site.

Mr. Kato reported on site changes regarding the Monroe site and the Measure E projects. Monroe will hold four departments, the Personnel Commission (PC), Child Development Center (CDC), Winners Reaching Amazing Potential (WRAP) and Cleveland Elementary School, grades 3 through 5. Mr. Kato informed the Commission that a representatives from Facilities will be invited to discuss the facility use of the Monroe site due to Measure E Projects at the December 21, 2017 Personnel Commission Meeting.

Mr. Kato informed the Commission that Personnel Commission staff received Mandated Child Abuse Training by Tom Hickman, Chief of School Safety and Emergency Preparedness, due to students attending the Monroe site starting January 2018.

Maria Braunstein, Personnel Analyst, reported on Recruitment and Testing activities. Ms. Braunstein informed the Commission of the upcoming examination and recruitment schedule.

Dale Culton, Certification Services Manager, reported that staff has been working on placing an alert in the AESOP system to ensure substitutes are assigned to the correct locations as sites will be moving because of Measure E Projects.

Mary Cates, Human Resources Supervisor, reported that she and staff are working with school sites in obtaining a list of their employees assigned to the Monroe site due to the Measure E projects. Ms. Cates informed the Commission that the online summer employment applications will be available on January 29, 2018. Ms. Cates reported on ongoing processing efforts to assure employee information are properly reflected in the payroll system so employees will be paid appropriately at the correct locations.

Susan Leaming, Personnel Analyst, reported on facilitating a CPR/First Aid training workshop for the Nutrition Services Department on November 15, 2017. Ms. Leaming notified the Commission that approximately 40 classified employees from Nutrition Services were trained.

Mr. Kato informed the Commission that the Board of Education Meeting on December 21, 2017 has been canceled and will resume on January 17, 2018.

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 1-9.

1. **RATIFY** job announcement bulletin for Network Specialist
2. **RATIFY** job announcement bulletin for Nutrition Services Worker
3. **RATIFY** job announcement bulletin for Transportation Supervisor (Extended Deadline)
4. **RATIFY** job announcement bulletin for Truck Driver
5. **APPROVE** the certification of District Security Officer 18-0026-5202 eligibility list established December 8, 2017
6. **APPROVE** the certification of Instructional Aide-Special 18-0025-0448 eligibility list established December 5, 2017
7. **APPROVE** the certification of Instructional Aide-Special 18-0044-0448 eligibility list established December 5, 2017
8. **APPROVE** the certification of Plant Utilities Operator 18-0035-3308 eligibility list established October 20, 2017
9. **APPROVE** the certification of School Security Officer 18-0005-5014 eligibility list established December 8, 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. **DISCUSS** the seniority conversion of classified seniority to date of hire

Mr. Kato provided an update on the classified seniority calculations from hours worked to date of hire. CSEA, Employee Relations, and Personnel Commission have collaborated in providing information to classified employees. Mr. Kato explained that the deadline for employees to respond to the Seniority Acceptance of Agreement is March 31, 2018.

David Zaid, Director of Employee Relations, presented to the Commission the seniority conversion tutorial video that classified employees will have access to online. Mr. Zaid and Mr. Kato explained that assistance that will be available to all classified employees during a three month audit phase and will be finalized on April 16, 2018.

2. **APPROVE** the recommendation to remove from eligibility list ID 11641523

The Commission moved New Business Item 2 to Closed Session.

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission of the CalPERS Special Power of Attorney form and its importance to employees.

Mr. Kato announced Commissioner Ulaszewski's reappointment as a member of the Long Beach Unified School District Personnel Commission.

Ms. Pharr introduced Brittany Jones, CSEA Labor Relations Representative and Emily Wright, CSEA Labor Relations Representative.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 18, 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 9:06 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:22 a.m. The following action was taken:

1. 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 recommendation to remove from eligibility list ID 11641523.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:25 a.m. with the consent of the members.