

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

MINUTES

Regular Meeting

March 30, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, March 30, 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 Terence Ulaszewski.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Stacey V. Lewis
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Maria Braunstein, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; Angela Stenberg, Human Resources Technician; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Job Steward; Ann Culton, Administrative Coordinator, Human Resource Services; Dr. Claudia Sosa-Valderrama, Director, Head Start; Marina Rosales-Diaz, Head Start Family Services Liaison.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of March 16, 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		

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

Marina Rosales-Diaz, Head Start Family Services Liaison, notified the Commission that she will be submitting an appeal to re-schedule an employment examination. Mr. Kato will have staff discuss next steps with Ms. Rosales-Diaz.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission the Classified Employee Celebration is scheduled for Friday, May 26, 2017 at the Teacher Resource Center. Mr. Kato reported that Save the Date flyers have been distributed along with Employee of the Year nomination forms. Mr. Kato notified

the Commission that on June 2, 2017 at Paradise Pier Hotel in Anaheim, the Personnel Commissioners Association of Southern California (PCA-SC) will be offering a staff development mini-conference with the theme, "Building a Foundation for Merit." Mr. Kato mentioned they received positive feedback from participants of the New Classified Employee Orientation Program pilot that was held Thursday, March 23, 2017.

Maria Braunstein, Personnel Analyst, reported Recruitment and Testing has been meeting with various subject matter experts to ensure exams are current. Ms. Braunstein informed the Commission that in the last ten days, 18 exams have been administered. Ms. Braunstein concluded by thanking the Maintenance department for their assistance preparing for recent examinations.

Susan Leaming, Personnel Analyst, introduced Dr. Claudia Sosa-Valderrama, Director of Head Start.

Dale Culton, Certification Services Manager, reported that staff has been preparing layoff/reduction notification letters. Mr. Culton thanked staff for hand delivering the letters to employees at their sites. Mr. Culton concluded by informing the Commission of his meeting with Shawn Bartschi, Assistant Director, Fiscal Services, regarding a solution for processing substitutes and payroll for Recreation Aides.

Mary Cates, Human Resources Supervisor, notified the Commission the deadline for submitting Extended School Year (ESY)/Summer applications was March 17, 2017. Ms. Cates reported a total of 899 ESY/Summer applications have been received and that 47% of applications were submitted through the online portal.

CONSENT AGENDA

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-3.

1. **RATIFY** job announcement bulletin for Electrician
2. **APPROVE** the certification of Behavior Intervention Supervisor 17-0076-5212 eligibility list established March 31, 2017
3. **APPROVE** the certification of Nutrition Services Worker 17-0068-5068 eligibility list established March 22, 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		

OLD BUSINESS

None.

NEW BUSINESS

1. **APPROVE** the following:
Revised class specification of Maintenance Materials Storekeeper
Susan Leaming, Personnel Analyst, provided an overview of the report. Following discussion, a motion was made by Ms. Lewis, seconded by Ms.

Vaughan, 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>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

2. **APPROVE** the following:

Create the classification of Head Start Enrollment and Records Manager
Allocate the classification of Head Start Enrollment and Records Manager to salary range 35 M2
Reclassify the incumbent, Alma Stansberry, to the classification of Head Start Enrollment and Records Manager
Abolish the classification of Head Start Social Services Manager

Susan Leaming, Personnel Analyst, provided an overview of the report. Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 2.

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

3. **APPROVE** the following:

Revised classification and title of Administrator, Research Information Systems, and direct all positions and employment lists be reclassified for the purpose of title change only

Susan Leaming, Personnel Analyst, provided an overview of the report. Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 3.

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

OTHER ITEMS

Commissioner Ulaszewski announced that the Board Resolution commending the 75th Anniversary of the Personnel Commission will be presented at the Board of Education meeting on Wednesday, April 5, 2017.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that CSEA hosted a CalPERS Pre-Retirement workshop on Saturday, March 18, 2017 at the Teacher's Resource Center (TRC) with over 100 employees from LBUSD and surrounding districts. Ms. Pharr concluded that CSEA presented at the New Classified Employee Orientation Program pilot.

Mr. Kato explained that New Business Item 4 should be amended as New Business Item 3. Mr. Kato concluded that the Maintenance Department sponsored a

training session for Pool Attendants and utilized the Personnel Commission meeting room as their training site for two days.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for April 13, 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 8:44 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.