

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

MINUTES

Regular Meeting

December 21, 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 21, 2017 at 8:19 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; Dale Culton, Certification Services Manager; Lissa Kukahiko, Senior Administrative Secretary; Susan Follmuth, Human Resources Technician; Noel Aguirre, Plant Supervisor I; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President-Unit A; Juan Garcia, CSEA Chief Job Steward; and Jeffrey Taylor.

MINUTES OF REGULAR MEETING APPROVED

Following a correction to the minutes in regards to the next Regular Meeting of the Personnel Commission and name spelling correction for Emily Rife, CSEA Labor Representative, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of December 7, 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, introduced Noel Aguirre as the new Plant Supervisor I for the Monroe site.

Mr. Kato informed the Commission that the New Employee Orientation on January 11, 2018 has been canceled and will resume on January 25, 2018.

Mr. Kato reported that the seniority conversion of classified seniority to date of hire is moving forward.

Maria Braunstein, Personnel Analyst, informed the Commission on hosting a workshop giving tips and conducting exercises on how to apply for a job. Mr. Kato thanked Ann Culton, Human Resources Administrative Coordinator for her assistance in distributing the workshop flyers throughout the district. Ms. Braunstein updated the Commission of the Recruitment and Testing activities.

Dale Culton, Certification Services Manager, reported on the status of filling vacancies. Mr. Culton informed the Commission that the online summer employment applications will be available on January 29, 2018. Mr. Culton reported that several employees from re-employment lists were able to return back to their former classifications.

Mr. Kato informed the Commission that the Personnel Commission will update their marketing brand, utilizing the new logo into the Personnel Commission's letterheads and brochures.

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 1-9.

1. **RATIFY** job announcement bulletin for Executive Secretary
2. **RATIFY** job announcement bulletin for Senior Systems Analyst
3. **APPROVE** the certification of Custodian 18-0017-0139 eligibility list established December 14, 2017
4. **APPROVE** the certification of High School Office Supervisor 18-0046-3349 eligibility list established December 20, 2017
5. **APPROVE** the certification of High School Office Supervisor 18-0046-3349 eligibility list established December 20, 2017
6. **APPROVE** the certification of Instructional Aide-Special 18-0045-0448 eligibility list established December 15, 2017
7. **APPROVE** the certification of Maintenance Manager 18-0015-0567 eligibility list established December 11, 2017
8. **APPROVE** the certification of Staff Secretary 18-0038-3364 eligibility list established November 30, 2017
9. **APPROVE** the certification of Staff Secretary- Bilingual Spanish 18-0039-5085 eligibility list established November 30, 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:
Revise the classification specification for Associate Educational Research Analyst

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. **APPROVE** the following:
Revised classification and title of Maintenance Accounting Supervisor and direct all positions and employment lists be reclassified for the purpose of title change only

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 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. **DISCUSS** the following:
Revision to the Rules and Regulations of the Classified Service, Chapter X (First Reading)

New Business Item 3 was discussed and will be brought forward for a second reading and approval at the next Commission meeting.

4. **DISCUSS** the facility use of the Monroe site due to Measure E Projects

Mr. Kato updated the Commission on facility changes occurring at the Monroe site. Monroe will house 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 Ms. Cheryl Huber will be the administrator for the school site. Mr. Kato provided a map to explain

the updates being made within the Monroe site and discussed the coordination and collaboration among the four departments.

- OTHER ITEMS Jeffrey Taylor, applicant was present to discuss the process of his reemployment status.
- Commissioner Stacey Lewis extended well-wishes to all for the new year.
- 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 9:09 a.m.
- OPEN SESSION The Personnel Commission returned to open session at 9:16 a.m. No reportable actions were taken.
- ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:20 a.m. with the consent of the members.