

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

MINUTES

Regular Meeting

October 12, 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 12, 2017 at 8:18 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
Terence Ulaszewski

Absent: Stacey Lewis

STAFF MEMBERS PRESENT

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

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Matthew Woods, Executive Director, Information and Technology Systems; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Chief Job Steward; Eric Larsen, Sign Maker, Maintenance.

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 September 28, 2017.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Linda Vaughan	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 Program, coordinated by Ann Culton, Administrative Coordinator, Human Resource Services, Maria Braunstein, Personnel Analyst and Adriana Araujo, Staff Secretary, on September 29, 2017 had 45 attendees and was a success. The next orientation meeting will be held on October 19, 2017. The new

program is receiving District-wide support and all managers and supervisors are encouraged to release new employees to attend.

Mr. Kato provided an update on the process of changing classified seniority calculations from hours worked to date of hire. CSEA, Employee Relations, and Personnel Commission staff will be presenting at informational meetings scheduled at the Commission offices and the Board Building. Mr. Kato mentioned that temporary staff will be hired in early 2018 to assist with the conversion process and researching employee appeals.

Maria Braunstein, Personnel Analyst, informed the Commission that Recruitment and Testing staff are busy working on many recruitments. Ms. Braunstein reported that herself and selected staff have been invited to attend a Nutrition Services department meeting to answer questions regarding Personnel Commission functions and procedures.

Dale Culton, Certification Services Manager, reported that Certification Services recently hosted group interviews conducted by Special Education administration and as a result, 18 Instructional Aide – Special vacant positions were filled and three substitute aides were hired.

Susan Leaming, Personnel Analyst, reported that two sessions of CPR/First Aid certification training were held on October 6, 2017. A total of 115 classified employees were certified, and 75 of those employees work with children with special needs.

Mr. Kato also mentioned that various improvements to the Monroe site were being made in preparation for students being housed here while air conditioning is being installed at their sites due to the passage of Measure E.

Juan Garcia, CSEA Chief Job Steward, congratulated those involved in organizing and facilitating the new Classified Employee Orientation Program.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve Consent Agenda items 1-2 and 3-7.

1. **RATIFY** job announcement bulletin for Staff Secretary; Staff Secretary-BL Spanish
2. **RATIFY** job announcement bulletin for Transportation Supervisor
3. **APPROVE** the certification of Plant Supervisor I 18-0008-5026 eligibility list established October 3, 2017
4. **APPROVE** the certification of Translator-Interpreter BL Spanish 18-0022-5079 eligibility list established October 9, 2017
5. **APPROVE** the certification of Senior Translator-Interpreter BL Spanish 18-0023-5184 eligibility list established October 5, 2017

6. **APPROVE** the certification of Senior Translator-Interpreter BL Spanish 18-0023-5184 eligibility list established October 5, 2017
7. **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		
Terence Ulaszewski	X		

OLD BUSINESS None

NEW BUSINESS

1. **APPROVE** the following:
Abolish the classifications of:
Instructional Assistant-On Campus Suspension
Senior Electronics Technician
Electrician Manager

Following discussion, a motion was made by Mr. Ulaszewski, 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>
Linda Vaughan	X		
Terence Ulaszewski	X		

2. **APPROVE** the following:
Adopt the revised class specification for Maintenance Cost Estimator

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, 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		
Terence Ulaszewski	X		

3. **APPROVE** the following:
Adopt the revised class specification for Network Specialist

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, 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>
Linda Vaughan	X		
Terence Ulaszewski	X		

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that she will be contacting George Cole, Executive Director of the California School Personnel

Commissioners' Association (CSPCA) to invite them to hold the 2018 Merit Academy at McBride High School.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 26, 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 8:38 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:46 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:48 a.m. with the consent of the members.