

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

MINUTES

Regular Meeting

September 28, 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, September 28, 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
Terence Ulaszewski
Stacey Lewis

STAFF MEMBERS PRESENT

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

GUESTS

Ann Culton, Administrative Coordinator, Human Resources Services; Matthew Woods, Executive Director, Information and Technology Systems; Adrienne Rambo, CSEA Vice President-Unit A.

MINUTES OF SPECIAL MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Special Meeting of September 21, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that the New Classified Employee Orientation Program will formally begin on September 29, 2017 with two sessions at 8:30 a.m. and 2:00 p.m. Approximately 55 classified employees will be attending. The orientation meetings will be scheduled throughout the year with dates to be determined.

Shristie Nair, Personnel Analyst, informed the Commission that the Recruitment and Testing unit is working on 27 recruitments in various stages with one recruitment pending to open. Ms. Nair informed the Commission that they continue to work with departments including Operations, Maintenance, and Research.

Mary Cates, Human Resources Supervisor, announced the birth of Adam Tootla, son of Asghar Tootla, Human Resources Technician. Ms. Cates reported that Instructional Aide-Special applicants are scheduled to be interviewed by Wendy Rosenquist, Administrative Assistant, Special Education. Ms. Cates mentioned that she and staff are working diligently on employee processing activities.

CONSENT AGENDA

A motion was made by Ms. Vaughan and seconded by Mr. Ulaszewski, to approve Consent Agenda items 1 through 12. Consent Agenda items 1 and 9 were pulled for discussion.

1. **RATIFY** job announcement bulletin for Network Specialist
2. **RATIFY** job announcement bulletin for Plant Utilities Operator
3. **RATIFY** job announcement bulletin for Pool Operator
4. **RATIFY** job announcement bulletin for Risk Management Technician
5. **RATIFY** job announcement bulletin for Senior Executive Secretary (C)
6. **APPROVE** the certification of Head Start Instructional Aide 18-0010-0657 eligibility list established September 25, 2017
7. **APPROVE** the certification of Head Start Instructional Aide/Bilingual Spanish 18-0011-5235 eligibility list established September 25, 2017
8. **APPROVE** the certification of Instructional Aide-Deaf/Hard of Hearing 17-0060-3271 eligibility list established September 21, 2017
9. **APPROVE** the certification of Instructional Aide-Special 18-0014-0448 eligibility list established September 29, 2017
10. **APPROVE** the certification of Plant Supervisor II 18-0009-5027 eligibility list established September 21, 2017
11. **APPROVE** the certification of Senior Accounting Assistant 18-0019-0760 eligibility list established September 27, 2017
12. **APPROVE** the certification of Speech Language Pathology Assistant/BL Spanish 17-0015-5163 eligibility list established September 21, 2017

Following discussion, the motion carried with a unanimous vote of those present to approve Consent Agenda items 1 through 12.

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

OLD BUSINESS None

NEW BUSINESS

1. **APPROVE** the following:

The revised classification and title of Systems Analyst – CICS/COBOL, 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 1.

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

OTHER ITEMS None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 12, 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 8:26 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:32 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:34 a.m. with the consent of the members.