

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

MINUTES

Regular Meeting

July 6, 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, July 6, 2017 at 8:15 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: Terence Ulaszewski  
Linda Vaughan  
Stacey Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Maria Braunstein, Personnel Analyst; Angela Stenberg, Human Resources Technician; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Susan Follmuth, Human Resources Technician; Oralia Leyva, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; Asghar Tootla, Human Resources Technician; Andrea Armas, Human Resources Assistant; and Adriana Araujo, Staff Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; and Juan Garcia, CSEA Chief Job Steward.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of June 22, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the Personnel Commission is closing the fiscal year and preparing for the future arrival of students who will be temporarily housed at the Monroe site in 2018.

Mr. Kato explained that while the Commission will lose the use of the cafeteria for testing when students are on site, we will be provided the use of two portable units outside the "C" building. The tables and chairs will be moved from the cafeteria into the portables. Mr. Kato also reported that the Winners Reaching Amazing Potential (WRAP) program will be moving into two portables on the site.

Maria Braunstein, Personnel Analyst, reported on current recruitment and testing activities.

Dale Culton, Certification Services Manager, reported staff contacted principals that have vacancies to fill before they go on summer break.

## CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify Consent Agenda items 1-12 and approve Consent Agenda items 13-19.

1. **RATIFY** job announcement bulletin for Campus Security Officer-Avalon
2. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
3. **RATIFY** job announcement bulletin for Educare Family Support Specialist - BL Spanish
4. **RATIFY** job announcement bulletin for Educare Family Support Specialist - BL Khmer
5. **RATIFY** job announcement bulletin for Head Start Instructional Aide
6. **RATIFY** job announcement bulletin for Head Start Instructional Aide- BL Spanish
7. **RATIFY** job announcement bulletin for Health Assistant-Avalon
8. **RATIFY** job announcement bulletin for Instructional Aide-Special-Avalon
9. **RATIFY** job announcement bulletin for Nutrition Services Worker
10. **RATIFY** job announcement bulletin for Nutrition Services Worker-Avalon
11. **RATIFY** job announcement bulletin for Plant Supervisor-Avalon
12. **RATIFY** job announcement bulletin for Warehouse Manager

13. **APPROVE** the certification of Administrator, Research Information Systems 17-0130-5239 eligibility list established July 10, 2017
14. **APPROVE** the certification of Facilities Project Manager-Planning 17-0116-5190 eligibility list established July 3, 2017
15. **APPROVE** the certification of High School Office Supervisor (Open) 17-0133-3349 eligibility list established July 5, 2017
16. **APPROVE** the certification of High School Office Supervisor (Promotional) 17-0133-3349 eligibility list established July 5, 2017
17. **APPROVE** the certification of Middle School Office Supervisor (Open) 17-0127-3357 eligibility list established July 5, 2017
18. **APPROVE** the certification of Middle School Office Supervisor (Promotional) 17-0127-3357 eligibility list established July 5, 2017
19. **APPROVE** the certification of Nutrition Services Worker – Avalon 17-0069-5068 eligibility list established June 28, 2017

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

**NEW BUSINESS**

1. **DISCUSS** the Personnel Commission Employee of the Year.

Mr. Kato announced that each year the Personnel Commission recognizes one of its staff members as Employee of the Year. Mr. Kato read a summary of this person's accomplishments and presented Oralía Leyva Leonor as the 2017 Personnel Commission Employee of the Year.

**OTHER ITEMS**

Juan Garcia, CSEA Chief Job Steward and Valeeta Pharr, CSEA Chapter 2 President, congratulated Ms. Leyva. Mr. Garcia inquired when and where the pictures of the Classified Employee of the Year will be posted on the District's web page.

Ms. Leaming explained that a picture of the winner, along with a short biography and a list of all winners dating back to 2002 are posted on the Personnel Commission's intranet web page which can be accessed through the portal.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 20, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

Chairperson Vaughan announced that the Thursday, August 3, 2017 Personnel Commission meeting will be cancelled due to lack of a quorum.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:44 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:50 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.