

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

MINUTES

Regular Meeting

August 31, 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, August 17, 2017 at 8:17 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; Dale Culton, Certification Services Manager; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Judith Lopez, Human Resources Technician; Angela Stenberg, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

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

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of August 17, 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, reported that staff participated in a promotional video requested by Ruth Ashley and will be presented to the Commission in the near future.

Maria Braunstein, Personnel Analyst, informed the Commission that Recruitment and Testing staff is currently working on 20 current recruitments. Ms. Braunstein continues to work with various departments including Operations, Maintenance, Transportation, Special Education, and Research. Ms. Braunstein informed the Commission that staff has a total of 40 current and upcoming recruitments in various stages of the process.

Dale Culton, Certification Services Manager, reported on filling pending vacancies at various sites. Mr. Culton concluded that he and his staff completed working on the salary step increments for Recreation Aides and Recreation Leaders.

Mary Cates, Human Resources Supervisor, updated the Commission on ongoing Vacancy Assignment (VA) processing efforts to assure employee information and start of the school year employee transfers are properly reflected in the online system so employees will be paid appropriately at the correct locations.

CONSENT AGENDA

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-4 and 7-22; Consent Agenda items 5 and 6 were pulled for further discussion.

1. **RATIFY** job announcement bulletin for Educational Research Analyst I
2. **RATIFY** job announcement bulletin for Electronics Technician
3. **RATIFY** job announcement bulletin for Maintenance Manager
4. **RATIFY** job announcement bulletin for Pool Operator
7. **RATIFY** job announcement bulletin for Senior Translator-Interpreter-BL Spanish
8. **RATIFY** job announcement bulletin for Translator-Interpreter-BL Spanish
9. **APPROVE** the certification of (Catalina Island) Campus Security Officer-Avalon 17-0151-5011 eligibility list established August 29, 2017
10. **APPROVE** the certification of (Catalina Island) Health Assistant-Avalon 17-0145-5170 eligibility list established August 29, 2017
11. **APPROVE** the certification of (Catalina Island) Instructional Aide-Special 17-0152-0448 eligibility list established August 29, 2017
12. **APPROVE** the certification of (Catalina Island) Nutrition Service Worker 17-0149-5068 eligibility list established August 29, 2017
13. **APPROVE** the certification of Custodial Crew Supervisor (Promotional) 17-0148-5248 eligibility list established August 25, 2017

14. **APPROVE** the certification of Custodial Crew Supervisor (Open) 17-0148-5248 eligibility list established August 25, 2017
15. **APPROVE** the certification of Grounds Equipment Operator II 17-0155-0176 eligibility list established August 29, 2017
16. **APPROVE** the certification of Heavy Truck Driver 18-0004-0187 eligibility list established August 31, 2017
17. **APPROVE** the certification of Instructional Aide-Special 18-0001-0448 eligibility list established August 21, 2017
18. **APPROVE** the certification of Instructional Aide-Special-Avalon 17-0132-0448 eligibility list established August 29, 2017
19. **APPROVE** the certification of Speech Language Pathology Assistant 16-0138-5024 eligibility list established August 25, 2017
20. **APPROVE** the certification of Speech Language Pathology Assistant 17-0014-5024 eligibility list established August 29, 2017
21. **APPROVE** the certification of Technology Service Delivery Manager 17-0139-5242 eligibility list established August 29, 2017
22. **APPROVE** the certification of Warehouse Manager 17-0146-0301 eligibility list established August 24, 2017

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

Following discussion, a motion was made by Ms. Lewis seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 5 and 6.

5. **RATIFY** job announcement bulletin for School Data Technician
6. **RATIFY** job announcement bulletin for School Data Technician (Revised)

<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 None

OTHER ITEMS None

NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 14, 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 8:31 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:48 a.m. No reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:50 a.m. with the consent of the members.