

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

MINUTES

Regular Meeting

January 19, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, January 19, 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 Terence Ulaszewski.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Stacey V. Lewis
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

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

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 December 22, 2016.

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

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on attending the Association of Long Beach Educational Managers & Confidential Employees (ALBEM) meeting on January 10, 2017 where he presented on substitute pools and other staffing topics. Mr. Kato informed the Commission that he and Commissioner Vaughan

will be attending the California School Personnel Commissioners Association (CSPCA) annual conference being held on January 26-29, 2017 in San Francisco.

Maria Braunstein, Personnel Analyst, reported the Recruitment and Testing staff is currently working on 13 recruitments in various stages of the process. Ms. Braunstein informed the Commission that staff is working on opening an additional 5 to 8 recruitments next week. Ms. Braunstein continues to meet with subject matter experts. Ms. Braunstein noted that she has met with employees to provide displacement services.

Susan Leaming, Personnel Analyst, notified the Commission of upcoming staff development workshops. CPR/First Aid trainings for classified staff will be held on January 24, 2017 and March 3, 2017. A CalPERS Retirement Planning Workshop will be offered on March 10, 2017.

Dale Culton, Certification Services Manager, informed the Commission that the Department of Justice conducted an audit on the Personnel Commission's fingerprint machine. Mr. Culton reported on presenting on certification procedures and summer school applications at the K-12 school secretary workshop that was held at the Monroe cafeteria on January 12, 2017.

Mary Cates, Human Resources Supervisor, reported that as of next Monday, summer school applications will be available on the Personnel Commission website and on the District Portal. Ms. Cates explained that a user guide will be available on how to utilize the District Portal. Summer school paper applications will also be available. The deadline for submitting ESY/Summer applications is March 17, 2017 at 4:30 p.m. Ms. Cates extended her appreciation to Information Services and Judith Lopez, Human Resources Technician, on the development and completion of the online application.

CONSENT AGENDA

Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-17.

1. **RATIFY** job announcement bulletin for Human Resources Assistant
2. **RATIFY** job announcement bulletin for Instructional Aide-Instrumental Music
3. **RATIFY** job announcement bulletin for Instructional Assistant-School for Adults
4. **RATIFY** job announcement bulletin for Telecommunications Technician
5. **APPROVE** the certification of Assistant Facilities Project Manager 17-0056-5104 eligibility list established January 5, 2017
6. **APPROVE** the certification of Building Maintenance Worker 17-0028-0625 eligibility list established December 23, 2016

7. **APPROVE** the certification of Building Maintenance Worker-Driver 17-0026-0880 eligibility list established December 23, 2016
8. **APPROVE** the certification of Building Maintenance Worker-Driver 17-0026-0880 eligibility list established December 23, 2016
9. **APPROVE** the certification of Instructional Assistant-Mathematics 17-0051-5172 eligibility list established December 23, 2016
10. **APPROVE** the certification of Instructional Aide-Special 17-0052-0448 eligibility list established December 21, 2016
11. **APPROVE** the certification of Office Assistant-Bilingual Spanish 17-0042-5158 eligibility list established December 23, 2016
12. **APPROVE** the certification of School Safety Officer 17-0023-5014 eligibility list established December 29, 2016
13. **APPROVE** the certification of School Safety Supervisor 17-0047-5016 eligibility list established December 28, 2016
14. **APPROVE** the certification of Senior Office Assistant 17-0043-0677 eligibility list established December 29, 2016
15. **APPROVE** the certification of Senior Office Assistant-Bilingual Spanish 17-0044-5089 eligibility list established December 29, 2016
16. **APPROVE** the certification of Senior Office Assistant-Schools 17-0045-3363 eligibility list established December 29, 2016
17. **APPROVE** the certification of Senior Office Assistant-Schools Bilingual Spanish 17-0046-5091 eligibility list established December 29, 2016

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the revisions to the following classification specifications:
Intermediate Office Assistant
Intermediate Office Assistant – BL Spanish
Intermediate Office Assistant – Schools
Intermediate Office Assistant – Schools BL Spanish

Following discussion, a motion was made by Ms. Lewis, 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>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

2. **APPROVE** the revisions to the following classification specifications:
 Educational Research Analyst I
 Educational Research Analyst II

Following discussion, a motion was made by Ms. Lewis, 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>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

3. **APPROVE** the revised classification and title of Strategic Data Project Analyst, and direct all positions and employment lists be reclassified for the purpose of title change only

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business Item 3.

4. **DISCUSS** the concern of candidate Carmela Tyson regarding the accommodation for the Accountant examination

The candidate Carmela Tyson was present to discuss an accommodation for the Accountant examination. Mr. Ulaszewski explained the difference between open and closed session to Ms. Tyson. Ms. Tyson requested to discuss in closed session. The Commission moved Item 4 of New Business to closed session.

OTHER ITEMS

Commissioner Stacey Lewis announced the 2017 Port of Long Beach Summer High School Internship Program and invited interested parents and high school students in grades 11 through 12 to their open house on January 30, 2017.

Commissioner Ulaszewski congratulated the elected CSEA officers. Valeeta Pharr, CSEA Chapter 2 President introduced Adrienne Rambo as the CSEA Vice President-Unit A, Juan Garcia as the CSEA Chief Job Steward and thanked Ken Kato, Executive Officer, for attending the swearing in ceremony.

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that she will be attending the California School Personnel Commissioners Association (CSPCA) conference in San Francisco.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for February 2, 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 8:56 a.m. to discuss New Business Item 4.

OPEN SESSION The Personnel Commission returned to open session at 9:23 a.m. No reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:26 a.m. with the consent of the members.