

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

MINUTES

Regular Meeting

May 11, 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, May 11, 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; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

David Zaid, Director, Employee Relations and Community Engagement; Matthew Woods, Executive Director, Information and Technology Systems; Adrienne Rambo, CSEA Vice President-Unit A; and Juan Garcia, CSEA Job Steward.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of April 27, 2017.

<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 that the annual Classified Employee Celebration will be held on Friday, May 26, 2017. Mr. Kato reported that the seven finalists for Classified Employee of the Year will be announced in the Blue Bulletin and the winner will be announced at the Classified Employee Celebration.

Maria Braunstein, Personnel Analyst, reported on current recruitment and testing activities. Ms. Braunstein reported that she and Mr. Kato presented at the recent K-12 secretaries meeting regarding the New Employee Orientation Program.

Mary Cates, Human Resources Supervisor, reported that summer school seniority lists have been completed and employee placements have begun. Employees will be notified of their status no later than June 5th. Ms. Cates thanked Information Services staff for the successful roll out of the online application for summer school.

Susan Leaming, Personnel Analyst, informed the Commission that two CPR/First Aid trainings were held on May 8, 2017 at the Teacher Resource Center (TRC) and 112 classified employees received their certification.

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 1-3, 5-7, and 9-21; Consent Agenda items 4 and 8 were pulled for further discussion.

1. **RATIFY** job announcement bulletin for Administrator, Construction
2. **RATIFY** job announcement bulletin for Administrator, Facilities, Development and Planning
3. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager
5. **RATIFY** job announcement bulletin for Instructional Aide-Educare BL Spanish; Instructional Aide-Educare BL Khmer
6. **RATIFY** job announcement bulletin for Nutrition Services Worker
7. **RATIFY** job announcement bulletin for Senior ASB Financial Technician
9. **APPROVE** the certification of Educare Family Support Specialist 17-0083-5203 eligibility list established May 1, 2017
10. **APPROVE** the certification of Educare Family Support Specialist BL Spanish 17-0084-5204 eligibility list established April 27, 2017
11. **APPROVE** the certification of Human Resources Assistant 17-0064-3350 eligibility list established May 5, 2017
12. **APPROVE** the certification of Instructional Aide-Special 17-0092-0448 eligibility list established May 1, 2017
13. **APPROVE** the certification of Instructional Aide-Special 17-0100-0448 eligibility list established May 1, 2017

14. **APPROVE** the certification of Intermediate Nutrition Services Worker 17-0077-5058 eligibility list established April 26, 2017
15. **APPROVE** the certification of Library/Media Assistant 17-0090-0465 eligibility list established May 5, 2017
16. **APPROVE** the certification of Mail Delivery Driver 17-0082-0219 eligibility list established May 3, 2017
17. **APPROVE** the certification of Senior Nutrition Services Worker 17-0078-5071 eligibility list established April 26, 2017
18. **APPROVE** the certification of Transportation Scheduler 17-0081-5040 eligibility list established May 10, 2017
19. **APPROVE** the extension of Kids' Club Supervisor I 16-0087-3266 eligibility list established May 20, 2016
20. **APPROVE** the extension of Kids' Club Supervisor II 16-0088-3267 eligibility list established May 20, 2016
21. **APPROVE** the extension of Kids' Club Supervisor III 16-0089-3268 eligibility list established May 20, 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		

Following discussion regarding the ratification of bulletins after the application period has closed, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the Consent Agenda items 4 and 8.

4. **RATIFY** job announcement bulletin for Health Assistant
8. **RATIFY** job announcement bulletin for Senior Health Assistant

<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 abolishment of the following classifications:
Broadcast/Master Control Associate
Senior Architectural Drafting Technician

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

2. **APPROVE** the revised class specification for the classification of:
Systems Analyst

Susan Leaming, Personnel Analyst, provided a brief overview of the report. Following discussion, Chairperson Ulaszewski put item 2 to vote and the item 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 recommendation to remove from eligibility list ID 29199107

The Commission moved New Business item 3 to closed session.

OTHER ITEMS

Ms. Lewis spoke regarding the Education Celebration event sponsored by the Port of Long Beach at the new Global Logistics Academy at Cabrillo High School. Speakers included Christopher J. Steinhauser, Long Beach Unified Superintendent of Schools, Robert Garcia, Mayor of Long Beach, and Roberto Uranga, Long Beach City Councilmember.

Juan Garcia, CSEA Chief Job Steward, spoke of the opportunity to volunteer to serve as a judge at the annual LBUSD Science Fair.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for May 25, 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 8:39 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:48 a.m. The following action was taken.

1. The Commission acted to sustain staff's recommendation to remove candidate 29199107 from current eligibility list but determined that this would not be a permanent bar from future employment with the District and will allow the candidate to reapply after May 2020.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:50 a.m. with the consent of the members.