

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

MINUTES
Regular Meeting

March 16, 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, March 16, 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; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

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. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of March 2, 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, informed the Commission the New Classified Employee Orientation Pilot Program is scheduled for Thursday, March 23, 2017 in the Personnel Commission Cafeteria. Mr. Kato notified the Commission that on April 5, 2017, a Board Resolution will be presented at the Board Meeting to commemorate the Personnel Commission's 75th anniversary. Mr. Kato explained that we will recognize the 75th anniversary and Commissioner Ulaszewski's 20th year as a Commissioner at the Personnel Commission meeting on April 13, 2017. Mr. Kato informed the Commission that he will be assisting in the planning of the Personnel Commissioner's Association of Southern California (PCASC) staff

development training on Friday, June 2, 2017. Mr. Kato announced that he received confirmation from the State Superintendent's Office of Commissioner Linda Vaughan's reappointment. Mr. Kato concluded by recognizing Commissioner Vaughan's birthday and expressed well wishes.

Maria Braunstein, Personnel Analyst, reported Recruitment and Testing has been meeting with various subject matter experts to ensure exams are current. Ms. Braunstein reported that from January 1, 2017 to March 15, 2017, the unit has received over 2,700 applications and that 96% of those applications were submitted online. Ms. Braunstein concluded by informing the Commission that in the last ten days, 12 exams have been administered.

Susan Leaming, Personnel Analyst, reported on recent staff development offerings. Ms. Leaming noted that 109 classified employees were trained in CPR/First Aid on March 3, 2017 and 64 classified employees attended the CalPERS Retirement Planning Workshop on March 10, 2017. Ms. Leaming stated that upcoming classified staff development opportunities will be held in Fall 2017.

Dale Culton, Certification Services Manager, informed the Commission that staff has received training on the new fingerprinting machine and it is working efficiently.

Mary Cates, Human Resources Supervisor, reported a total of 778 Extended School Year (ESY)/Summer applications have been received and that 51% of applications were submitted through the online portal. Ms. Cates informed the Commission that the computer lab will be open March 16 and 17 from 8:00 a.m. to 4:40 p.m. for applicants to utilize the computers and staff will be available to assist them. The deadline for submitting ESY/Summer applications is March 17, 2017 at 4:30 p.m. Ms. Cates explained that the online application portal will close on March 17, 2017 at 4:31 p.m.

Mr. Kato mentioned he presented at the California School Personnel Commission Association (CSPCA) Merit Academy this past weekend and that Valeeta Pharr, CSEA Chapter 2 President, was in attendance. Ms. Pharr commented on the possibilities of CSPCA conducting a second level of the Merit Academy for more advanced training.

CONSENT AGENDA

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 the Consent Agenda items 1-7.

1. **RATIFY** job announcement bulletin for Instructional Aide-Alternative Schools
2. **RATIFY** job announcement bulletin for Library/Media Assistant
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
5. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III

6. **APPROVE** the certification Custodian-Substitute 17-0065-0136 eligibility list established March 13, 2017
7. **APPROVE** the certification Nutrition Services Operations Coordinator 17-0059-5063 eligibility list established March 7, 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		

OLD BUSINESS None

NEW BUSINESS

1. **APPROVE** the revised class specifications of:
 Groundskeeper
 Grounds Equipment Operator I
 Grounds Equipment Operator II
 Grounds Equipment Operator II/Driver
 Grounds Crew Supervisor
 Assistant Grounds Service Manager
 Grounds Service Manager

Susan Leaming, Personnel Analyst, provided a detailed overview of the report. Following discussion, a motion was made by Mr. Ulaszewski, 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 creation of a new classification:
 Create the classification of Executive Director, Equity, Access and College & Career Readiness
 Allocate the class of Executive Director, Equity, Access and College & Career Readiness to salary range 58 (M2)

Susan Leaming, Personnel Analyst, provided a detailed overview of the report. 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 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. **DISCUSS** a Public Hearing date for Proposed Personnel Commission Budget for 2017-2018

Following discussion and corrections made to the date and location, the Public Hearing for Proposed Personnel Commission Budget for 2017-2018 was scheduled on Thursday, April 13, 2017 at the Personnel Commission Office, 4400 Ladoga Avenue in Lakewood. 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 3.

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

4. **APPROVE** Meeting Dates for Personnel Commission 2017-2018

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 New Business item 4.

<u>2017</u>	<u>2018</u>
July 6	January 18
July 20	
	February 1
August 3	February 15
August 17	
August 31	March 1
	March 15
September 14	March 29
September 28	
	April 12
October 12	April 26
October 26	
	May 10
November 9	May 24
December 7	June 7
December 21	June 21

The regular biweekly meeting of the Personnel Commission on November 23, 2017 is scheduled on a designated holiday and January 4, 2018 is scheduled during Winter Recess. The Commission may elect to hold these meetings on alternate dates.

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

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that CSEA will be holding a CalPERS Pre-Retirement workshop on Saturday, March 18, 2017 at the Teacher's Resource Center (TRC). Registration will be from 8:30 a.m. to 9:00 a.m. and the workshop will be from 9:00 a.m. to 12:30 p.m. Ms. Pharr

informed the Commission that CSEA will be voting on basic changes to the healthcare benefits tonight.

Juan Garcia, CSEA Chief Job Steward, reported that he was pleased with the online summer employment application. Mr. Garcia thanked Personnel Commission staff for providing applicants access to the computer lab and being available to assist employees applying online.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that CSEA is supportive of and appreciates the Commission's efforts to provide training to employees.

Commissioner Stacey V. Lewis applauded the Personnel Commission staff for offering staff development opportunities and for making the candidate experience a positive one.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for March 30, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

None

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:53 a.m. with the consent of the members.