

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

MINUTES

Regular Meeting

April 13, 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, April 13, 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 Terence Ulaszewski.

GENERAL
COMMUNICATIONS

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried a unanimous vote of those present to move General Communications Items #8 and #9 to the top of the agenda.

8. Recognition of the Seventy-Fifth Anniversary of the Personnel Commission and Merit System in the Long Beach Unified School District.

Mr. Ulaszewski welcomed Christopher J. Steinhauser, Superintendent of Schools and Megan Kerr, Vice-President of the Long Beach Unified School District's Board of Education to the meeting. Mr. Ulaszewski read the resolution commending the Personnel Commission for 75 years of service that was presented at the Board of Education meeting on April 5, 2017. Mr. Ulaszewski thanked the Superintendent and the Board of Education for their recognition of the Personnel Commission. Mr. Ulaszewski thanked past and present Personnel Commission staff, directors and commissioners for their efforts to uphold the principles of the merit system at the Long Beach Unified School District. Mr. Ulaszewski also thanked the various employee associations and non-represented employees that have supported the Personnel Commission and the classified service.

Ms. Kerr extended her appreciation for the Personnel Commission and the great work that it does on behalf of the school district. Mr. Steinhauser thanked the Commission for its service on behalf of the students, parents and staff of the Long Beach Unified School District and spoke about the importance of everyone working together for the benefit of the students. Mr. Steinhauser wished Mr. Ulaszewski happy anniversary and thanked him for his commitment and dedication to the Long Beach Unified School District.

Ms. Vaughan extended her congratulations to the Commission staff for their team effort to uphold the merit system and for the cooperation of all sides to assure that the principles of merit are upheld. She expressed her gratitude for being a part of the 75th anniversary of the Commission.

Ms. Lewis stated that it was an honor to serve on the Commission and spoke about how impressed she is that the Commission embraces

technology advances and works to appeal to the next generation of candidates. Ms. Lewis thanked Mr. Steinhauser and Ms. Kerr for their leadership and partnership with the Commission.

Ms. Pharr extended her congratulations to Mr. Ulaszewski for his service and for his involvement and support of CSEA activities throughout the years. Ms. Pharr also thanked Mrs. Anna Ulaszewski for her service to the district and the Long Beach community.

9. Recognition of Commissioner Terence Ulaszewski's Twenty Years of Service in the Long Beach Unified School District's Personnel Commission.

Mr. Steinhauser, Ms. Kerr and Mr. Kato presented Mr. Ulaszewski with a plaque and service pin commemorating his twenty years of service with the Long Beach Unified School District. Mr. Kato then played a video created by Judith Lopez, Human Resources Technician and Susan Leaming, Personnel Analyst honoring Mr. Ulaszewski's twenty years with the Personnel Commission.

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; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Oralia Leyva, Human Resources Technician; Judith Lopez, Human Resources Technician; Ariel Matthews, Human Resources Technician; Angela Stenberg, Human Resources Technician; Asghar Tootla, Human Resources Technician; Francelia Wilbert, Plant Supervisor; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Christopher J. Steinhauser, Superintendent of Schools; Megan Kerr, Vice-President of the Long Beach Unified School District's Board of Education; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Job Steward; Ann Culton, Administrative Coordinator, Human Resource Services; Matthew Woods, Executive Director, Information & Technology Systems; Gail McMahon; and Marilyn Balmer.

**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 March 30, 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

Maria Braunstein, Personnel Analyst, reported that 34 recruitments are currently in progress. Ms. Braunstein thanked the Recruitment and Testing staff for all their hard work. Ms. Braunstein informed the Commission that staff is working on opening an additional 14 recruitments.

Dale Culton, Certification Services Manager, updated the Commission on reductions in staffing approved by the Board of Education on March 1, 2017. Mr. Culton reported 251 employees in 63 various classifications are on reemployment lists.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that CSEA appreciated that Darlene Martin, Director of Nutrition Services and Mr. Culton worked collaboratively with employees and CSEA in regards to upcoming layoffs and reductions in staffing.

Juan Garcia, CSEA Chief Job Steward, thanked Mr. Culton and Ms. Martin for meeting with all parties involved regarding the reductions in staffing at Nutrition Services.

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 1-6; Items 7 and 8 were pulled for further discussion.

1. **RATIFY** job announcement bulletin for Head Start Instructional Aide; Head Start Instructional Aide-Bilingual Spanish
2. **RATIFY** job announcement bulletin for Instructional Aide-Educare; Instructional Aide-Educare BL Spanish; Instructional Aide-Educare BL Khmer
3. **RATIFY** job announcement bulletin for Educational Research Analyst II
4. **APPROVE** the certification of District Security Officer 17-0072-5202 eligibility list established April 6, 2017
5. **APPROVE** the certification of Instructional Aide-Special 17-0079-0448 eligibility list established April 10, 2017
6. **APPROVE** the certification of Instructional Aide-Special 17-0088-0448 eligibility list established April 10, 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		

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 7 and 8.

7. **APPROVE** the certification of School Data Technician 17-0075-3360 eligibility list established April 10, 2017
8. **APPROVE** the certification of Telecommunications Technician 17-0066-3309 eligibility list established April 6, 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

1. **DECLARE** a public hearing on 2017-2018 proposed Personnel Commission Budget

- a. Open the hearing

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote to open a public hearing on the proposed 2017-2018 Personnel Commission Budget.

Mr. Kato provided an overview of the proposed budget. Mr. Kato discussed the recommended changes to the Personnel Commission Budget.

- b. Close the hearing

A motions was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote to close the public hearing on the proposed 2017-2018 Personnel Commission Budget.

2. **ADOPT** the 2017-2018 Personnel Commission Budget

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 adopt the 2017-2018 Personnel Commission Budget.

NEW BUSINESS

1. **APPROVE** the following:
 Revised classification and title of Pool Operator
 Reallocate the classification of Pool Operator to salary range 22 (C1)
 Direct all positions, employment lists, and the following incumbents be reclassified for the purpose of title change only:

- Michael Quigley
- Karen Davis
- Matthew Roberts
- Benjamin Koff
- Lawrence Durand

Kenneth Kato, Executive Officer, provided an overview of the report. 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 following:

Create the classification of Technology Service Delivery Manager
 Allocate the classification of Technology Service Delivery Manager to salary range 46 (M2)
 Create the classification of Network Services Manager
 Allocate the classification of Network Services Manager to salary range 46 (M2)

Kenneth Kato, Executive Officer, provided an 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** the following:

Revision to the Rules and Regulations of the Classified Service, Chapter X (First Reading)

New Business Item 3, was discussed and will be brought forward for a second reading and approval at the next Commission meeting.

OTHER ITEMS

Juan Garcia, CSEA Chief Job Steward, commended the photo display in the Personnel Commission hallway. Mr. Kato noted that the photos are of classified staff from dating back to the 1950's. Mr. Garcia concluded by inviting all those present to volunteer in the District's Student Science Fair.

Ms. Lewis and Ms. Vaughn thanked Mr. Ulaszewski for his expertise and professionalism and congratulated him for his twenty years of service with the District.

NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for April 27, 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 9:25 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:32 a.m. No reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:35 a.m. with the consent of the members.