

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

MINUTES

Regular Meeting

March 2, 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 2, 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 Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

Absent: Stacey V. Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; and Anne Follett, Human Resources Technician.

GUESTS

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

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of February 16, 2017.

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

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the Recruitment and Testing unit is working on 31 recruitments in various stages. Staff is also working on opening an additional 10 recruitments. Mr. Kato informed the Commission that they continue to work with subject matter experts for feedback and to establish competencies. Additionally, staff is working on opening recruitments for Avalon. Mr. Kato informed the Commission that staff reached out to the Khmer Community Center regarding recruitments requiring the Khmer language.

Mary Cates, Human Resources Supervisor, reported hiring 73 probationary and 46 limited term employees since January 2017. Ms. Cates updated the Commission on the Extended School Year (ESY)/Summer applications. A total of 589 applications have been received. Ms. Cates informed the Commission that the computer lab will be open on March 9, 10, 16 and 17 from 8-4:40p.m. for applicants to utilize the computers and have assistance when applying. The deadline for submitting ESY/Summer applications is March 17, 2017 at 4:30 p.m. Ms. Cates concluded with informing the Commission that Judith Lopez, Human Resources Technician, and she will attend a clerical staff training on March 3, 2017 at the Board Building where they will present on the AESOP Substitute System and how to submit vacancy assignments through LYNX.

CONSENT AGENDA

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 the Consent Agenda items 1-11.

1. **RATIFY** job announcement bulletin for Campus Security Officer-Avalon
2. **RATIFY** job announcement bulletin for Carpenter
3. **RATIFY** job announcement bulletin for Custodian-Avalon
4. **RATIFY** job announcement bulletin for Educare Family Support Specialist; Educare Family Support Specialist-BL Spanish; Educare Family Support Specialist-BL Khmer
5. **RATIFY** job announcement bulletin for Mail Delivery Driver
6. **RATIFY** job announcement bulletin for Transportation Scheduler
7. **APPROVE** the certification Instructional Aide-Special 17-0067-0448 eligibility list established March 3, 2017
8. **APPROVE** the certification Instructional Aide-Special 17-0071-0448 eligibility list established March 1, 2017
9. **APPROVE** the certification Instructional Assistant-School for Adults 17-0062-0766 eligibility list established February 22, 2017
10. **APPROVE** the certification Locker Room Attendant 17-0061-0208 eligibility list established March 1, 2017
11. **APPROVE** the certification School Safety Officer 17-0041-5014 eligibility list established February 22, 2017

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the following:
Create the classifications of:
Head Start Family Services Liaison – BL Spanish
Head Start Family Services Liaison – BL Khmer
Head Start Instructional Aide – BL Spanish
Head Start Instructional Aide – BL Khmer
Allocate the Head Start Family Services Liaison – BL Spanish and BL Khmer classifications to salary range 15 (C1)
Allocate the Head Start Instructional Aide – BL Spanish and BL Khmer classifications to salary range 07 (C1)
Adopt the revised classification specifications for:
Head Start Senior Family Services Liaison
Head Start Family Services Liaison
Head Start Family Services Liaison – BL Spanish
Head Start Family Services Liaison – BL Khmer

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>
Terence Ulaszewski	X		
Linda Vaughan	X		

2. **APPROVE** the following:
The revised classification and title of Head Start Family Engagement Manager, and direct all positions and employment lists be classified for the purpose of title change only

Susan Leaming, Personnel Analyst, provided a detailed overview of the report. Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, 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>
Terence Ulaszewski	X		
Linda Vaughan	X		

3. **APPROVE** the following:
Abolish the classifications of:
Head Start Fiscal Officer
Head Start Nutrition Manager
Head Start Family Services Supervisor
Head Start Health 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 3.

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

4. **APPROVE** the following:
 Abolish the classifications of:
 Instructional Materials Technician
 Purchasing Projects Technician
 Gang Intervention Specialist (non-grandfathered class code 05012)

Susan Leaming, Personnel Analyst, provided a detailed overview of the report. Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 4.

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

5. **DISCUSS** the results of the 2016-2017 Employment Processing Survey

Ken Kato, Executive Officer, presented to the Commission the results of the 2016-2017 Employment Processing Survey. Mr. Kato explained the survey is to provide information on the effectiveness of the Personnel Commission department and Employment Processing. Mr. Kato then delivered a presentation to the Commission of the results and the comparisons between the 2015-2016 results. After discussion between Personnel Commission staff, Commissioners and audience members, Mr. Ulaszewski expressed his appreciation for the Personnel Commission's efforts in conducting the survey and looking into how to improve service and stated that he was impressed with the results presented. Mr. Kato thanked Susan Leaming, Personnel Analyst, for her assistance preparing and distributing the survey and preparing the presentation.

OTHER ITEMS

Juan Garcia, CSEA Job Steward, informed the Commission of the Black History Month celebration event he attended. Mr. Garcia reported that David Zaid, Director of Employee Relations & Community Engagement, presented at the event. Mr. Garcia announced, retired School Security-Attendance Officer and former CSEA member, John Smith's celebration of life will take place on Saturday, March 4 from 10:00 a.m. to 12:00 p.m. at Ernest McBride High School.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for March 16, 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 9:02 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:12 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:14 a.m. with the consent of the members.