

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

MINUTES

Regular Meeting

November 9, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, November 9, 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 Linda Vaughan.

ROLL

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

Present: Linda Vaughan
 Stacey Lewis
 Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; Oralia Leyva, Human Resources Technician; and Judith Lopez, Human Resources Technician.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Juan Garcia, CSEA Chief Job Steward; and John Egan.

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 October 26, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that he attended the Nutrition Services staff meeting which included discussion on seniority changes from hours worked to date-of-hire in accordance with the agreement with the District and CSEA.

Mr. Kato informed the Commission that he will be presenting the Annual Report to the Board of Education at their workshop on November 15, 2017 at 9:30 a.m.

Mr. Kato informed the Commission that the California School Personnel Commissioners Association (CSPCA) annual conference will be held on February 1-4, 2018 in San Diego.

Mr. Kato notified the Commission that the Personnel Commission will have their annual end of year celebration after the Personnel Commission meeting on December 7, 2017.

Mr. Kato provided the Commission posters with the new Personnel Commission logo, vision, mission, and value statements. Mr. Kato concluded by thanking Susan Leaming, Personnel Analyst, for her assistance in the development of the banners and posters.

Maria Braunstein, Personnel Analyst, reported that she and Oralia Leyva, Human Resources Technician, attended a Personnel Testing Council of Southern California conference (PTC-SC). Ms. Leyva stated she enjoyed the discussions and the presentation by key note speaker, Jackie Goldberg.

Mary Cates, Human Resources Supervisor, reported that she and staff are working diligently on employee processing activities including transfers and coaches due to fall sports and changing payroll deadlines.

Susan Leaming, Personnel Analyst, reported that 60 classified employees attended the CalPERS Retirement Planning Workshop on November 2, 2017. Ms. Leaming stated that upcoming classified staff development opportunities will be held in Spring 2018.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-8.

1. **RATIFY** job announcement bulletin for Senior Systems Analyst
2. **RATIFY** job announcement bulletin for Systems Analyst-CICS/COBOL
3. **RATIFY** job announcement bulletin for Transportation Supervisor
4. **APPROVE** the certification of Electronics Technician 18-0027-0110 eligibility list established October 31, 2017
5. **APPROVE** the certification of Instructional Aide-Instrumental Music 17-0063-0447 eligibility list established November 1, 2017
6. **APPROVE** the certification of Risk Management Technician 18-0034-5106 eligibility list established November 1, 2017
7. **APPROVE** the certification of Senior Executive Secretary (C) 18-0036-0679 eligibility list established November 9, 2017

8. **APPROVE** the certification of Senior Payroll Accounting Technician 18-0031-0762 eligibility list established November 1, 2017

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

OLD BUSINESS None

NEW BUSINESS The Commission moved items 1 and 2 of New Business to Closed Session.

1. **APPROVE** the recommendation to remove from eligibility list ID 17695909
2. **APPROVE** the recommendation to remove from eligibility list ID 23531717

Staff submitted a recommendation to remove a name from the current eligibility lists per Personnel Commission Rule 4.2.A.8. The individual was present to appeal the recommendation. The individual requested to be heard in Closed Session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 7, 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 8:24 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:02 a.m. The following action was taken:

1. A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 17695909.

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

2. A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 23531717.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:05 a.m. with the consent of the members.