

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

MINUTES
Regular Meeting

February 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, February 2, 2017 at 8:16 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; Dale Culton, Certification Services Manager; Maria Braunstein, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; 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 Chief Job Steward.

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 January 19, 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 on attending Jackie Robinson Academy (K-8) Career Day where he discussed his position as a Human Resource professional with 6th graders. Mr. Kato informed the Commission that he and Dale Culton, Certification Services Manager, are participating in District workshops to assist principals with their Continuous Improvement Expenditure (CIE) plans for the rest of the school year and staffing of their schools.

Mr. Kato reported on attending the California School Personnel Commissioners Association (CSPCA) annual conference on January 26-29, 2017 in San Francisco. Topics included law updates, new performance evaluation systems, and new technologies. The CSPCA is considering development of a personnel director's academy.

Maria Braunstein, Personnel Analyst, reported Recruitment and Testing has been meeting with various department experts to make sure exams are current. Ms. Braunstein informed the Commission that staff is currently working on 24 recruitments in various stages of the process. Ms. Braunstein reported that staff is working on opening an additional 10 recruitments.

Susan Leaming, Personnel Analyst, informed the Commission that 69 special education classified employees were trained in CPR/First Aid on January 24, 2017 at Buffum Total Learning Center. Ms. Leaming noted that additional CPR/First Training will be offered on March 3, 2017 and a CalPERS Retirement Planning Workshop will be offered on March 10, 2017.

Dale Culton, Certification Services Manager, informed the Commission that staff received training on the new fingerprinting machine. Mr. Culton thanked Ruth Ashley, Deputy Superintendent of Education Services, and Ann Culton, Administrative Coordinator-Human Resource Services, for their support in obtaining the new machine. Mr. Culton reported that the number of vacancies for the classification of Instructional Aide-Special, has decreased from 106 to 31 vacancies.

Mary Cates, Human Resources Supervisor, reported on the influx of coach applications due to spring sports and an increase in Recreation Aide applications. Ms. Cates informed the Commission that Judith Lopez, Human Resources Technician, presented to CSEA regarding the online summer employment application that is available on the Personnel Commission website and the District Portal. Ms. Cates informed the Commission that the computer lab will be open for applicants to utilize the computers and to have assistance when applying online on March 9, 10, 16, and 17, 2017. The deadline for submitting Extended School Year (ESY)/Summer applications is March 17, 2017 at 4:30 p.m.

Juan Garcia, CSEA Chief Job Steward, reported that he was pleased with the online summer employment presentation Ms. Lopez provided. Mr. Kato thanked Dale Culton, Mary Cates and Judith Lopez for working with the Technology and Information Services department to launch the online summer employment application system.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that approximately 20 CSEA site representatives attended their first meeting. Ms. Pharr reported on discussing Summer Employment job opportunities. Ms. Pharr received the summer employment job flyer and will be making copies for distribution.

CONSENT AGENDA

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 the Consent Agenda items 1-10.

1. **RATIFY** job announcement bulletin for Instructional Aide-Instrumental Music
2. **RATIFY** job announcement bulletin for Nutrition Services Operations Coordinator
3. **RATIFY** job announcement bulletin for Nutrition Services Worker
4. **RATIFY** job announcement bulletin for Purchasing Agent
5. **APPROVE** the certification of Educare Family Support Specialist 17-0053-5203 eligibility list established February 3, 2017
6. **APPROVE** the certification of Instructional Aide – Special 17-0057-0448 eligibility list established January 30, 2017
7. **APPROVE** the certification of Intermediate Office Assistant 17-0032-0673 eligibility list established January 26, 2017
8. **APPROVE** the certification of Intermediate Office Assistant – BL Spanish 17-0033-5050 eligibility list established January 26, 2017
9. **APPROVE** the certification of Intermediate Office Assistant – Schools 17-0034-3354 eligibility list established January 26, 2017
10. **APPROVE** the certification of Intermediate Office Assistant – Schools BL Spanish 17-0035-5052 eligibility list established January 26, 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 None

OTHER ITEMS Commissioner Vaughan reported she enjoyed the California School Personnel Commissioners Association (CSPCA) conference in San Francisco.

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that she attended the California School Personnel Commissioners Association (CSPCA) conference in San Francisco. Ms. Pharr noted that the conference was a success.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for February 16, 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 8:35 a.m. with the consent of the members.