

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

MINUTES

Regular Meeting

April 27, 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 27, 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: 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; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; 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 Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of April 13, 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, reported that the annual Classified Employee Celebration will be held on Friday May 26, 2017. The event will have games, food, and entertainment. The Classified Employee of the Year will be announced at the event.

Maria Braunstein, Personnel Analyst, reported that 32 recruitments are currently in progress. Ms. Braunstein informed the Commission that a successful performance exam was implemented for the Mail Delivery Driver position.

Susan Leaming, Personnel Analyst, informed the Commission that CPR/First Aid training will be offered on May 8, 2017 at the Teacher Resource Center (TRC).

Dale Culton, Certification Services Manager, reported staff is preparing seniority lists to determine summer school placements. Employees will be notified of their status by the end of May.

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 3-6; with a correction made to item 3; Consent Agenda items 1 and 2 were pulled for further discussion.

3. **APPROVE** the certification of Accompanist 17-0031-5213 eligibility list established April 18, 2017
4. **APPROVE** the certification of Administrative Dietitian 17-0091-0537 eligibility list established April 24, 2017
5. **APPROVE** the certification of Carpenter 17-0080-0114 eligibility list established April 20, 2017
6. **APPROVE** the certification of Instructional Aide-Alternative Schools 17-0089-0221 eligibility list established April 18, 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 1 and 2.

1. **RATIFY** job announcement bulletin for Assistant Director-Fiscal Services
2. **RATIFY** job announcement bulletin for Executive Director, Equity, Access, and College & Career Readiness

<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. **APPROVE** the following:  
Revision to the Rules and Regulations of the Classified Service, Chapter X (Second Reading)

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 Old 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		

**NEW BUSINESS**

1. **APPROVE** the following:  
Reallocate the classifications of Administrator, Construction and Administrator, Facilities Development and Planning from salary range 51 (M2) to salary range 53 (M2)

Susan Leaming, Personnel Analyst, 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 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 recommendation to remove from eligibility list ID 30880222

The Commission moved New Business item 1 to closed session.

**OTHER ITEMS**

Mr. Ulaszewski thanked everyone for the celebration at the last meeting of the Commission's 75<sup>th</sup> anniversary and his 20<sup>th</sup> anniversary as a Commissioner.

Juan Garcia, CSEA Chief Job Steward, reported CSEA attended the New Employee Orientation and suggested the New Employee Orientation video include the Personnel Commission and CSEA.

Ms. Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that CSEA offers education and training opportunities for classified employees through their headquarters.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for May 11, 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 8:38 a.m.

**OPEN SESSION**

The Personnel Commission returned to open session at 8:51 a.m. The following action was taken.

1. The Commission acted to sustain staff's recommendation to remove candidate 30880222 from current eligibility list but determined that this would not be a permanent bar from future employment with the District and will allow the candidate to reapply after April 2018.

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

ADJOURNMENT

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