

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

MINUTES

Regular Meeting

June 22, 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, June 22, 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: Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; and Adriana Araujo, Staff Secretary.

GUESTS

David Zaid, Director of Employee Relations and Community Engagement; Juan Garcia, CSEA Chief Job Steward; Osvaldo Rios, CSEA 1<sup>st</sup> Vice-President; Jonathan Mendoza, Plant Supervisor – High School; Quincy Wilbert, Plant Supervisor – High School; Karen Davis, Pool Operator; Lawrence Durand, Pool Operator; and Ben Koff, Pool Operator.

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 June 8, 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 266 employees unable to attend the Classified Employee Celebration on Friday, May 26, 2017 submitted entries into the non-attendee prize drawing. Mr. Kato reported the Personnel Commission Employee of the Year will be announced at the next Commission meeting.

Shristie Nair, Personnel Analyst, reported on current recruitment and testing activities. Ms. Nair reported approximately 34 recruitments are in progress.

Dale Culton, Certification Services Manager, reported that Friday is the last day for traditional school staff and they will return in August.

Mary Cates, Human Resources Supervisor, reported 900 applications were submitted for summer assignments, 659 employees were placed and 241 employees did not receive an assignment. Ms. Cates reported that these numbers are consistent with past summer assignment activity. Ms. Cates reported staff has been busy resolving end of the school year payroll and input issues.

#### CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify Consent Agenda items 1-4 and approve Consent Agenda items 5-13.

1. **RATIFY** job announcement bulletin for Coordinator – Research Information Systems
2. **RATIFY** job announcement bulletin for HVAC Technician
3. **RATIFY** job announcement bulletin for Systems Analyst
4. **RATIFY** job announcement bulletin for Technology Service Delivery Manager
5. **APPROVE** the certification of Custodian – Avalon 17-0074-0139 eligibility list established June 23, 2017
6. **APPROVE** the certification of Executive Director, Equity, Access, and College and Career Readiness 17-0105-5238 eligibility list established June 19, 2017
7. **APPROVE** the certification of Health Assistant 17-0108-5170 eligibility list established June 21, 2017
8. **APPROVE** the certification of Instructional Aide – Educare 17-0097-5205 eligibility list established June 23, 2017
9. **APPROVE** the certification of Instructional Aide – Special 17-0126-0448 eligibility list established June 23, 2017
10. **APPROVE** the certification of Instructional Aide – Special 17-0135-0448 eligibility list established June 23, 2017
11. **APPROVE** the certification of Kids’ Club Assistant 17-0110-0694 eligibility list established June 23, 2017
12. **APPROVE** the certification of Kids’ Club Lead Assistant 17-0111-0515 eligibility list established June 23, 2017
13. **APPROVE** the certification of Senior ASB Financial Technician 17-0123-0761 eligibility list established June 22, 2017

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

OLD BUSINESS

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve Old Business item 1.

1. **APPROVE** the revisions to the Rules and Regulations of the Classified Service, Chapter VI (Second Reading)

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

NEW BUSINESS

1. **APPROVE** the following:  
Adopt the revised classification of Pool Operator

There was a discussion among the Commissioners, staff and audience members regarding the class description and District pool procedures. School staff were encouraged to discuss pool policies with their site administrators. 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		

OTHER ITEMS

Juan Garcia, CSEA Chief Job Steward, inquired how many employees were unable to attend the Classified Employee Celebration. Mr. Kato explained that that number is not tracked, but 266 employees submitted entries into the non-attendee prize drawing.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 6, 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 9:35 a.m. No reportable actions were taken:

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:36 a.m. with the consent of the members.