

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

MINUTES

Regular Meeting

March 17, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, March 17, 2016, 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 Stacey V. Lewis.

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; Susan Leaming, Personnel Analyst; Maria Braunstein, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Oralia Leyva, Human Resources Technician; Rebecca Orozco, Human Resources Technician; and Susan Follmuth, Human Resources Technician.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; and Valeeta Pharr, CSEA Chapter 2 President.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of March 3, 2016.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that the Board of Education approved a 5% increase for the California School Employees Association (CSEA) members.

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that the Board of Education meetings will be moving from Tuesdays to Wednesdays effective August 17, 2016 on a one year pilot. Mr. Kato pulled the Closed Session item "New bulletin formats" to be placed on the agenda at the next meeting for discussion.

Maria Braunstein, Personnel Analyst, expressed her gratitude toward all staff for working as a team and shifting priorities as the Recruitment and Testing unit had some staffing changes. Ms. Braunstein informed the Commission of meetings she and Shristie Nair, Personnel Analyst, have had with subject matter experts for exam development.

Susan Learning, Personnel Analyst, informed the Commission the Confidential, Supervisory and Management salary schedules have been updated and posted on the Personnel Commission website. Ms. Learning also updated the Commission on the Child Care and Instructional job family study progress.

Dale Culton, Certification Services Manager, reported 4 reductions and 9 abolishments were approved by the Board of Education on Tuesday, March 15, 2016.

Mary Cates, Human Resources Supervisor, updated the Commission on Extended School Year (ESY)/Summer applications. The deadline for submitting ESY/Summer applications is March 18, 2016 and as of March 16, 722 applications have been submitted. Ms. Cates concluded with informing the Commission applicants with missing information on their ESY/Summer applications will be notified and given 3 dates to come to the Personnel Commission and update their applications with the correct information.

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 and approve the Consent Agenda items 1-3.

1. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
2. **RATIFY** job announcement bulletin for Kids' Club Supervisor I, II, and III
3. **APPROVE** the certification of Grounds Equipment Operator II 16-0048-0176 eligibility list established February 24, 2016

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

OLD BUSINESS

None

NEW BUSINESS

None

OTHER ITEMS

Commissioner Stacey Lewis requested an agenda item for discussion of the possibility of holding Personnel Commission meetings at other LBUSD locations to give Classified employees more options to attend the meetings.

Commissioner Linda Vaughan announced her retirement from Lynwood Unified School District effective June 14, 2016.

Commissioner Terence Ulaszewski reported his participation at Lowell Elementary School as Principal for the Day. Commissioner Ulaszewski expressed his gratitude towards Principal Dow Lawson, Lowell Elementary School and Judy Seal, Executive Director, Long Beach Education Foundation

for the opportunity. Commissioner Ulaszewski recognized Mike Murray for his years of service to the Long Beach Education Foundation and expressed his best wishes towards his retirement.

The Commission recognized Commissioner Vaughn's birthday and expressed their best wishes.

**NEXT REGULAR
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for March 31, 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 8:46 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:01 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:02 a.m. with the consent of the members.