

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

MINUTES

Regular Meeting

July 19, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, July 19, 2018 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 Linda Vaughan.

ROLL

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

Present: Linda Vaughan
Terence Ulaszewski

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; and Susan Follmuth, Human Resources Technician.

GUESTS

David Zaid, Director of Employee Relations and Community Engagement; Valeeta Pharr, CSEA Chapter 2 President; James Kruse, CSEA Chapter 2 Vice President-Unit A; Chester Davidson, CSEA Chapter 2 Vice President-Unit B.

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 July 5, 2018.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, announced that the Board Meeting was on Monday, July 16, 2018 and the new President of the Board of Education elected was Diana Craighead and the Vice-President is Megan Kerr. Mr. Kato informed the Commission that Dr. Juan Benitez was appointed as the new Board Member. Mr. Kato reported moving forward with the appointment process of the new Personnel Commissioner. The new Personnel Commissioner will be presented at the Board Meeting on August 15, 2018.

Maria Braunstein, Personnel Analyst, reported on 26 recruitments in various stages and that Recruitment and Testing staff are working on opening 15 recruitments. Ms. Braunstein thanked Susan Follmuth, Human Resources Technician for her commitment and hard work.

Dale Culton, updated the Commission on the payroll conversion from tracking schools to traditional school calendars.

Mary Cates, Human Resources Supervisor, reported that staff is working on inputting payroll hours and summer employees.

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 approve Consent Agenda items 1-13.

1. **RATIFY** job announcement bulletin for District Security Officer
2. **RATIFY** job announcement bulletin for Facilities Project Manager – Planning
3. **RATIFY** job announcement bulletin for Food Production Utility Worker
4. **RATIFY** job announcement bulletin for HVAC Technician
5. **RATIFY** job announcement bulletin for Instructional Aide – Instrumental Music
6. **RATIFY** job announcement bulletin for Maintenance Accounting Supervisor
7. **RATIFY** job announcement bulletin for Nutrition Services Worker
8. **RATIFY** job announcement bulletin for School Support Secretary
9. **RATIFY** job announcement bulletin for Senior Purchasing Assistant
10. **RATIFY** job announcement bulletin for Sign Language Interpreter
11. **RATIFY** job announcement bulletin for Student Evaluation Technician – BL Spanish
12. **APPROVE** the certification of Office Assistant 18-0084-3359 eligibility list established July 19, 2018
13. **APPROVE** the certification of Office Assistant –BL Spanish 18-0085-5158 eligibility list established July 19, 2018

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the extension of Building Maintenance Worker eligibility list established July 21, 2017

Following discussion, 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>
Linda Vaughan	X		
Terence Ulaszewski	X		

2. **APPROVE** the extension of Building Maintenance Worker/Driver eligibility list established July 21, 2017

3. **APPROVE** the extension of Building Maintenance Worker/Driver (Promotional Only) eligibility list established July 21, 2017

Following discussion, 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 Items 2-3.

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

4. **APPROVE** the following:
The revised classification of Associate Personnel Analyst

Following discussion, 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 4.

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

OTHER ITEMS

Chairperson Vaughan announced that the Thursday, August 2, 2018 Personnel Commission meeting will be cancelled due to lack of a quorum.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 16, 2018 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 8:31 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:48 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:50 a.m. with the consent of the members.