

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

MINUTES

Regular Meeting

May 24, 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, May 24, 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  
Stacey V. Lewis  
Terence Ulaszewski

STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; Anne Follett; Susan Follmuth, Human Resources Technician; Oralía Leyva, Human Resources Technician; Judith Lopez, Human Resources Technician; Angela Stenberg, Human Resources Technician; Asghar Tootla, Human Resources Technician; Andrea Armas, Human Resources Assistant.

GUESTS

Matthew Woods, Executive Director, Information and Technology Systems; 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 and Eric Larsen, Sign Maker, Maintenance.

MINUTES OF  
REGULAR MEETING  
APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of May 10, 2018.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE  
OFFICER

Kenneth Kato, Executive Officer, reported that he attended the Most Inspiring Student Awards on May 10, 2018 at the Long Beach Hilton. Mr. Kato was impressed with the Millikan High School's "The Vocal Group".

Mr. Kato reported on the resolution to recognize the Classified School Employee Week at the Board of Education meeting on May 16, 2018.

Mr. Kato reported on the New Employee Orientation on May 17, 2018. Mr. Kato informed the Commission the program is receiving positive evaluations.

Mr. Kato bid farewell to Shristie Nair, Personnel Analyst, as she has accepted a position with Oxnard Unified School District.

Maria Braunstein, Personnel Analyst, extended her appreciation to the Mr. Kato for allowing her to participate in the New Employee Orientation. Ms. Braunstein reported on current recruitment and testing activities. Ms. Braunstein would like to thank the recruitment and testing staff for all their hard work.

Dale Culton, Certification Services Manager, updated the Commission on the status of vacancies. Mr. Culton thanked staff members Anne Follett, Human Resources Technician and Susan Brister, Human Resources Technician for all their hard work during the end of the school year.

GENERAL  
COMMUNICATIONS  
#8

Recognition of Commissioner Stacey V. Lewis in the Long Beach Unified School District's Personnel Commission

Ms. Lewis gave her farewell remarks and thanked the Commissioners for establishing relationships during her years as a Commissioner.

Mr. Ulaszewski thanked Ms. Lewis for her service with the Personnel Commission and extended well-wishes to Ms. Lewis.

Mr. Kato read a summary of a Commissioners requirements from the Long Beach Unified School District's Personnel Commission Rules and Regulations and presented Ms. Lewis with an appreciation plaque.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-8.

1. **APPROVE** the certification of Nutrition Services Supervisor I 18-0077-5064 eligibility list established May 23, 2018
2. **APPROVE** the certification of Nutrition Services Supervisor II 18-0078-5065 eligibility list established May 23, 2018
3. **APPROVE** the certification of Nutrition Services Supervisor III 18-0079-5066 eligibility list established May 23, 2018
4. **APPROVE** the certification of Senior Office Assistant 18-0086-0677 eligibility list established May 24, 2018

5. **APPROVE** the certification of Senior Office Assistant – Schools 18-0088-3363 eligibility list established May 24, 2018
6. **APPROVE** the certification of Senior Office Assistant – BL Spanish 18-0087-5089 eligibility list established May 24, 2018
7. **APPROVE** the certification of Senior Office Assistant Schools – BL Spanish 18-0089-5091 eligibility list established May 24, 2018
8. **APPROVE** the certification of Telecommunications Technician 18-0068-3309 eligibility list established May 23, 2018

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the following:  
 Adopt the revised classifications of:  
 Behavior Intervention Assistant  
 Behavior Intervention Supervisor  
 Behavior Intervention Manager

Following discussion, a motion was made by Ms. Lewis , seconded by Mr. Ulaszewski, 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		
Stacey V. Lewis	X		

2. **DISCUSS** the Classified Employee Celebration

Mr. Kato explained that the Classified Employee Celebration is an annual celebration in order to recognize the many contributions departmental and school site classified staff make towards student achievement. The celebration is coordinated by a committee of volunteers and financial support is through a variety of personal and private donations.

Mr. Kato updated the Commission that the Classified Employee of the Year will be announced during the celebration and recognized at the Board of Education meeting on June 20, 2018.

Ms. Vaughan extended to everyone a happy Classified School Employee Week.

3. **DISCUSS** the Personnel Commission Employee of the Year

Mr. Kato explained that the Personnel Commission Employee of the Year will be announced in June. This recognition provides staff members the opportunity to receive recognition for their commitment to excellence and exemplary service. Each year, the recipient of the award will receive a plaque and his/her name added to the permanent Personnel Commission plaque displayed in the Commission Office.

#### 4. Annual Election of Officers per P.C. Rule 2.6

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, to open nominations for Business Item 4.

Following discussion, the Commission elected Linda Vaughan to serve as Chairperson and Terence Ulaszewski as Vice Chairperson.

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski to close nominations and the motion carried with a unanimous vote of those present for New Business Item 4.

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

#### OTHER ITEMS

Mr. Kato announced the Personnel Commissioner recruitment is in process. The recruitment closes at 4:30 p.m. on June 8, 2018.

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 7, 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 8:49 a.m.

#### OPEN SESSION

The Personnel Commission returned to open session at 8:58 a.m. No reportable actions were taken.

#### ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m. with the consent of the members.