

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

MINUTES

Regular Meeting

March 1, 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, March 1, 2018 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: Linda Vaughan
Terence Ulaszewski
Stacey Lewis

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Lissa Kukahiko, Senior Administrative Secretary; and Susan Brister, Human Resources Technician.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; and Juan Garcia, Instructional Assistant-Computer Resources.

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 February 15, 2018.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE
OFFICER

Kenneth Kato, Executive Officer, reported presenting on the New Employee Orientation Program to other Personnel Commissioner Directors in the Southern California area at a lunch meeting. Mr. Kato informed the Commission of the positive recognition received by the other agencies.

Mr. Kato informed the Commission he presented to aspiring school principals regarding the Personnel Commission and the Merit System on Friday, March 2, 2018.

Maria Braunstein, Personnel Analyst, reported on 32 recruitments in various stages of the process. Ms. Braunstein reported working with Debbie Broadway, Assistant Principal, Long Beach School for Adults in regards to Regional Occupational Programs (ROP) community training for Custodial occupations.

Mr. Kato updated the Commission on the Extended School Year (ESY)/Summer applications. Mr. Kato informed the Commission the computer lab was open for applicants to utilize the computers and have assistance when applying.

Mr. Kato reported on the conversion of classified seniority to date of hire project. As of today, over one thousand employees have accepted their seniority records, 32 employees have appealed, and 1/3 of employees have not viewed their records.

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 1-6.

1. **RATIFY** job announcement bulletin for Computer Support Technician
2. **RATIFY** job announcement bulletin for Landscape Irrigation Worker
3. **RATIFY** job announcement bulletin for Plant Utilities Operator
4. **APPROVE** the certification of Associate Educational Research Analyst 18-0060-3368 eligibility list established March 1, 2018
5. **APPROVE** the certification of Campus Security Officer (Substitutes) 18-0058-5011 eligibility list established February 27, 2018
6. **APPROVE** the certification of Instructional Aide-Special 18-0061-0448 eligibility list established February 27, 2018

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

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS Juan Garcia, Instructional Assistant-Computer Resources, notified the Commission of prospective employee trainings and updates being made to employee handbooks.

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission of a \$30,000 grant for custodial training. Ms. Pharr notified the Commission of the new CSEA Office location at 3844 Atlantic Boulevard. Ms. Pharr thanked Mr. Kato and the Personnel Commission for their support of converting classified seniority to date of hire.

Juan Garcia discussed concerns regarding minimum qualifications when recruiting and creating job classifications.

Commissioner Lewis requested to agendize a discussion on minimum entrance qualifications.

Ms. Pharr suggested working with subject matter experts and employees when creating the job classifications.

**NEXT REGULAR
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 15, 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 8:33 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:38 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:43 a.m. with the consent of the members.