

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

MINUTES

Regular meeting

August 20, 2015

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, August 20, 2015 at 8:15 a.m. in B Building, 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 Lewis

ROLL

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

Present: Stacey V. Lewis
Terence Ulaszewski

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Marilyn Balmer, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo-Honorio, Staff Secretary; Susan Brister, Human Resources Technician; Ericka Emery, Human Resources Technician; Anne Follett, Human Resources Technician; Stephanie Lea, Human Resources Technician; Judith Lopez, Human Resources Technician; Shelley Scott, Human Resources Technician; Silaue Taeleifi, Human Resources Technician.

GUESTS

Vilma Hidalgo; Maria Hughes; Valeeta Pharr, CSEA Chapter 2 President; Matt Woods, Executive Director, Technology and Information Systems.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried unanimously, to approve the minutes of the Regular Meeting of August 6, 2015.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that he is collaborating with Human Resources Services to construct a survey on the effectiveness of Personnel Commission and the training process, with the anticipation of administering it in the Fall. Mr. Kato has began meeting with departments and expressed his gratitude to Nutrition Services for their welcome. Mr. Kato concluded with a brief update regarding the upcoming parking lot project and noted that there will be more information to come.

Marilyn Balmer, Personnel Analyst, informed the commissioners of current and upcoming recruitments of the Personnel Commission offices. Ms. Balmer then introduced Stephanie Lea, one of two new employees who have recently joined the Personnel Commission staff. She then provided an update on the current painting project of the Personnel Commission offices. Lastly, Ms. Balmer congratulated Damaris Padilla, former Human Resources Technician, on her promotion to Middle School Office Supervisor at Bancroft Middle School.

Dale Culton, Certification Services Manager, reported that a number of people on the reemployment list have been hired in permanent positions. Mr. Culton recognized Ms. Kimberly White on her recent promotion to Plant Supervisor High School. Finally, Mr. Culton reported on the 8 Instructional Aide – Special, 10 Intermediate Office Assistant – Bilingual Spanish, and 7 Intermediate Office Assistant vacancies remaining; he explained that the sites have been sent the names of the eligibles and he is awaiting the sites' decisions.

Mary Cates, Human Resources Supervisor, informed the Commission that she has been receiving administrative transfers and VA's from Special Education and that she and her staff are working diligently to ensure that assignments are accurate before the start of the school year. Furthermore, Ms. Cates explained that Silaue Taeleifi, Human Resources Technician has been making strides in processing the Student Evaluation Technicians as requested by Kevin Shillito, Education Research Analyst II. Ms. Cates informed the Commission that she anticipates her staff fingerprinting 93 BLAST mentors beginning at the end of August through September. Ms. Cates announced that she; Karen Kemp, Human Resources Supervisor, and Judith Lopez, Human Resources Technician will be providing VA and ASEOP training to selected Office Supervisors and will be held at the Administration Building on Tuesday, August 25. Lastly, Ms. Cates updated the Commission on the employee processing for Recreation Aides, Kid's Club Recreation Aides, and Walk-on Coaches.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski , seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items.

- 1. RATIFY job announcement bulletin for Senior Office Assistant and Senior Office Assistant – Schools**
- 2. RATIFY job announcement bulletin for Senior Office Assistant – Bilingual and Senior Office Assistant – Schools – Bilingual Spanish**
- 3. RATIFY job announcement bulletin for Textbook/Library Services Supervisor**
- 4. APPROVE the certification of Credential Services Specialist 15-0178-3343 eligibility list established August 7, 2015**
- 5. APPROVE the certification of Instructional Aide – Special 16-0001-0448 eligibility list established August 7, 2015**

6. **APPROVE** the certification of Kids' Club Lead Assistant 15-0182-0515 eligibility list established August 13, 2015
7. **APPROVE** the certification of Plant Supervisor I 15-0184-5026 eligibility list established August 11, 2015
8. **APPROVE** the certification of Research Testing Materials Supervisor eligibility list established August 6, 2015

OLD BUSINESS None

NEW BUSINESS A motion was made by Mr. Ulaszewski , seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 1 with the correction of "0" removals. The Commission moved items 2 and 3 of New Business to Closed Session.

1. **APPROVE** the extension of Instructional Aide Interpreter – Deaf / Hard of Hearing 15-0025-3272 eligibility list established September 8, 2014

OTHER ITEMS Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that she spoke with Ms. Linda Vaughan who is recovering well from her surgery and expressed her well-wishes.

Ms. Pharr mentioned that she met with Mr. Kato. Lastly, Ms. Pharr also informed the Commission of a Board Workshop she attended where Felton Williams, Long Beach Unified School District Board of Education President, discussed Common Core and Classified Employees, concluding that she hopes to meet with John McGinnis, Long Beach Unified School District Board of Education Member, about the importance of educating classified staff on Common Core Curriculum.

Ms. Lewis showed her appreciation for the Personnel Commission staff attending the Commission meeting. Ms. Lewis expressed her excitement for the Port of Long Beach graduating their fifth High School Internship class and is looking forward to the collaboration between the City of Long Beach's Internship Program and Long Beach Unified School District. Ms. Lewis also noted that the internship program is extended individuals in high school or college level.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is tentatively scheduled for September 3, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION The Personnel Commission retired into closed session at 8:45 a.m. to consider New Business Items 2 and 3.

OPEN SESSION The Personnel Commission returned to open session at 9:20 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **GRANT** the appeal

REVISED 9/3/15

of appellant ID 20522011.

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **APPROVE** the request for Hearing in Disciplinary Matter of appellant E00377623.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:40 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT

Stacey V. Lewis, Chairperson



Kenneth Kato, Executive Officer