

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

MINUTES

Regular Meeting

December 10, 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, December 10, 2015, at 10:00 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 J. Vaughan

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; Adriana Araujo, Staff Secretary; Susan Brister, Human Resources Technician; and Judith Lopez, Human Resources Technician

GUESTS

Tom Hickman, Chief of School Safety and Emergency Preparedness; and Valeeta Pharr, CSEA Chapter 2 President.

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 November 12, 2015.

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

RECEIVE  
CORRESPONDENCE

A document by a pending coach. Following the submission, the candidate opted to retract the correspondence.

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission of his attendance at the Personnel Commission Association of Southern California (PCASC) session on Friday, November 13, 2015. Mr. Kato reported on the update to the entire phone system in the Personnel Commission office. Mr. Kato reported he attended the CSEA Chapter meeting on November 19, 2015 to answer questions about the Personnel Commission or address concerns. He extended his gratitude to Valeeta Pharr, CSEA Chapter 2 President, for the welcoming environment at the meeting. Mr. Kato mentioned his presence at

the Association of Long Beach Educational Managers and Confidential Employees meeting on November 17, 2015 per their request. Mr. Kato informed the Commission that he attended an All Principals meeting on November 18, 2015 to answer any questions. Mr. Kato reported that he presented the 2014-2015 Personnel Commission Annual Report to the Board of Education on November 16, 2015. The report was well-received by the Board. Commissioner Ulaszewski was also present and addressed the Board.

Mr. Kato reported on his site visit to Polytechnic High School and Roosevelt Elementary School with Ann Culton, Administrative Coordinator, Human Resource Services, on Monday, December 7, 2015, extending his gratitude to the hospitable principals for accommodating the visits. Mr. Kato informed the Commission of Commissioner Lewis's endorsement for reappointment at the Board of Education meeting on December 1, 2015. Mr. Kato notified the Commission of the District-wide toy drive taking place until December 18, 2015. Mr. Kato concluded with upcoming office closures in observance of the holidays on December 23, 24, 25, 31, and January 1, 2016.

Dale Culton, Certification Services Manager, informed the Commission of the monthly interviews for Instructional Aide – Specials. Mr. Culton extended his gratitude to Special Education for their support throughout the hiring process for their aides.

Mary Cates, Human Resources Supervisor, updated the Commission on current substitute requests on Thursday, December 10, 2015 totaling 631 for classified and certificated employees for that day. Ms. Cates informed the Commission that 93% of requests were filled. Ms. Cates notified the Commission of ASEOP and Vacancy Assignment trainings she and Judith Lopez, Human Resources Technician, executed in collaboration with Karen Kemp, Human Resources Supervisor, and Janine Sorenson, Associate Analyst, Human Resource Services, on December 1 and 4, 2015 for new secretaries and office supervisors. Ms. Cates reported on classified evaluation list distribution with plans to complete distribution to all school sites and departments prior to the commencement of winter break.

Maria Braunstein, Personnel Analyst, reported on 22 current and 27 upcoming recruitments. Ms. Braunstein informed the Commission of meetings she and Shristie Nair, Personnel Analyst, have had with subject matter experts to ensure relevancy and validity of examinations.

#### CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-15.

1. **RATIFY** job announcement bulletin for Executive Director – Facilities Development and Planning
2. **RATIFY** job announcement bulletin for Middle School Office Supervisor
3. **RATIFY** job announcement bulletin for Multimedia Technology Supervisor
4. **APPROVE** the certification of ASB Financial Technician 16-0041-0751 eligibility list established December 10, 2015

5. **APPROVE** the certification of Benefits Analyst 16-0020-5198 eligibility list established December 4, 2015
6. **APPROVE** the certification of Campus Security Officer 16-0015-5011 eligibility list established December 2, 2015
7. **APPROVE** the certification of Campus Security Officer 16-0024-5011 eligibility list established December 2, 2015
8. **APPROVE** the certification of Campus Security Officer 16-0029-5011 eligibility list established December 2, 2015
9. **APPROVE** the certification of Instructional Assistant – Computer Resources 16-0034-0603 eligibility list established December 3, 2015
10. **APPROVE** the certification of Instructional Aide – Special 16-0031-0448 eligibility list established November 16, 2015
11. **APPROVE** the certification of Nutrition Services Worker 16-0023-5068 eligibility list established December 1, 2015
12. **APPROVE** the certification of Production Center Supervisor 16-0027-5070 eligibility list established December 1, 2015
13. **APPROVE** the certification of Library/Media Assistant 16-0028-0465 eligibility list established November 20, 2015
14. **APPROVE** the certification of Locker Room Attendant 16-0033-0208 eligibility list established November 16, 2015
15. **APPROVE** the certification of Senior ASB Financial Technician 16-0042-0761 eligibility list established December 10, 2015

| <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

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.

1. **APPROVE** the abolishment of the following:  
Abolish the classification of Assistant Warehouse Manager

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

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr.

Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 2.

2. **APPROVE** the revision of the following:  
Revise the classification specification for Administrator, K-16  
Collaborations and External Programs

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

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 3.

3. **APPROVE** the revision of the following:  
Revise the classification specification for School Safety Officer

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

The Commission moved items 4 and 5 of New Business to Closed Session.

4. **APPROVE** the recommendation to remove from eligibility list  
ID 24331595
5. **APPROVE** the recommendation to remove from eligibility list  
ID 13506477

## OTHER ITEMS

Commissioner Linda Vaughan reported on the Personnel Commission Association of Southern California (PCASC) workshop on November 13, 2015 where CSEA received accolades for the support of classified employees. Commissioner Terence Ulaszewski noted for the record that, although all three Personnel Commissioners attended this PCASC event, no District business was discussed and no decisions or actions were taken.

Commissioner Terence Ulaszewski informed the Commission of recognition received from the Board of Education for the hard work of Personnel Commission over the last fiscal year.

Ms. Lewis notified the Commission of the returning Summer Youth Employment Program offered by the Port of Long Beach. Ms. Lewis extended well-wishes for a safe holiday season and appreciation for the Personnel Commission staff. Ms. Lewis reminded all to be mindful of their surroundings and office procedures.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission of the newest edition of the CSEA historical book of legislation and distributed copies. Ms. Pharr reported that the teachers' bargaining unit reached a tentative settlement, thus CSEA will return for negotiations in 2016. Ms. Pharr wished all happy holidays and extended appreciation to all for their support of employees of Long Beach Unified School District.

NEXT REGULAR MEETING            The next Regular Meeting of the Personnel Commission is scheduled for January 7, 2016, 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 10:43 a.m. to discuss New Business items 4 and 5.

OPEN SESSION            The Personnel Commission returned to open session at 11:10 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** recommendation to remove from eligibility list ID 24331595 for the duration of 1 year.

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

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 13506477 for the duration of 2 years.

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

ADJOURMENT            The Regular Meeting of the Personnel Commission was declared adjourned at 11:12 a.m. with the consent of the members.