

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

MINUTES

Regular Meeting

March 31, 2016

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, March 31, 2016, at 8:17 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  
Absent: Linda Vaughan

STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Adriana Araujo, Staff Secretary; Oralia Leyva, Human Resources Technician; and Susan Follmuth, Human Resources Technician.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; and Valeeta Pharr, CSEA Chapter 2 President.

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 March 17, 2016.

<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 of display boards being added to the Personnel Commission office. He expressed his gratitude to Dale Culton, Certification Services Manager, for bringing forth an initiative to engage school sites to submit student work products for display at the Personnel Commission. Mr. Kato also recognized the Maintenance department for their diligence.

Shristie Nair, Personnel Analyst, reported the Recruitment and Testing staff is currently working on 22 recruitments in various stages of the process.  
Dale Culton, Certification Services Manager, reported to the Commission 40%

of Classified employees are currently receiving career increments. Mr. Culton updated the Commission on Extended School Year (ESY)/Summer applications. He announced an extension for employees to update their applications on Friday, April 8, 2016.

## 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 1-10.

1. **RATIFY** job announcement bulletin for Job Developer
2. **APPROVE** the certification of Building Maintenance Worker 16-0068-0625 eligibility list established March 30, 2016
3. **APPROVE** the certification of Executive Director, Facilities Development and Planning 16-0046-5084 eligibility list established March 21, 2016
4. **APPROVE** the certification of Intermediate Accounting Assistant 16-0072-0755 eligibility list established March 25, 2016.
5. **APPROVE** the certification of Intermediate Nutrition Services Worker 16-0076-5058 eligibility list established April 1, 2016
6. **APPROVE** the certification of Intermediate Office Assistant – Schools (Catalina Island) 16-0064-3354 eligibility list established March 23, 2016
7. **APPROVE** the certification of Kids' Club Assistant 16-0060-0694 eligibility list established March 31, 2016
8. **APPROVE** the certification of Purchasing Supervisor 16-0059-5131 eligibility list established April 1, 2016
9. **APPROVE** the certification of Senior Accounting Assistant 16-0073-0760 eligibility list established March 25, 2016
10. **APPROVE** the certification of Senior Nutrition Services Worker 16-0075-5071 eligibility list established April 1, 2016

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

## OLD BUSINESS

None

## NEW BUSINESS

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 New Business item 1.

1. **APPROVE** the abolishment of the following classifications:
  - Payroll Director
  - Payroll Supervisor
  - Position Control Technician
  - Principal Budget Advisor/Analyst
  - Financial Auditor/Analyst

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

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 New Business item 2.

2. **APPROVE** the revision and abolishment of the following classifications:  
 Revise the classification specification for Accounting Manager  
 Reclassify the incumbent:

From: Nutrition Services Accounting Manager  
 To: Accounting Manager

Abolish the classification of Nutrition Services Accounting Manager

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

The Commission moved item 3 of New Business to Closed Session.

3. **APPROVE** the recommendation to remove from eligibility list  
 ID 26059746

The Commission moved item 4 of New Business to April 28, 2016 meeting for discussion.

4. **DISCUSS** recruitment bulletin format

The Commission held a discussion regarding item 5 of New Business and postponed it for discussion in future meetings.

5. **DISCUSS** holding Personnel Commission meetings at other LBUSD locations

#### OTHER ITEMS

Dale Culton, Certification Services Manager, expressed his gratitude to neighbor Mr. Glass for his support to the Personnel Commission and Child Development Center.

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for April 14, 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 8:58 a.m. to discuss New Business item 3.

#### OPEN SESSION

The Personnel Commission returned to open session at 9:43 a.m. The following reportable actions were taken:

3. The Commission acted to sustain staff's recommendation to remove candidate 26059746 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of exam.

They instructed the Executive Officer to notify the applicant of the decision.

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

#### ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:45 a.m. with the consent of the members.