

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

MINUTES

Regular Meeting

January 7, 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, January 7, 2016, 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 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; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Angela Stenberg, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; and Susan Follmuth, Human Resources Technician

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Suzanne Lee; Armon Marshall; Valeeta Pharr, CSEA Chapter 2 President; and Adrianne Rambo, CSEA Vice President – Unit A.

MINUTES OF  
REGULAR MEETING  
APPROVED

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, and Maria Braunstein, Personnel Analyst, introduced Susan Follmuth as the new Human Resources Technician in the Recruitment and Testing unit. Mr. Kato reported that he attended the Board of Education meeting on Tuesday, January 5, 2016, where the Board approved a 5% increase for the Teachers Association of Long Beach (TALB), management, and non-represented employees. The Board also received

information for adoption the initial bargaining proposals from the California School Employees Association (CSEA). Mr. Kato informed the Commission that staff met with the staff from Los Angeles County Office of Education (LACOE) to review exam procedures and share information on examination construction.

Dale Culton, Certification Services Manager, informed the Commission of upcoming reductions that will be presented at the upcoming Board meeting on January 19, 2016, due to lack of work or lack of funds. Mr. Culton also expressed how at the last Board meeting 30 probationary elections were approved and 27 out of the 30 employees were Instructional Aide – Specials.

Mary Cates, Human Resources Supervisor, updated the Commission on the upcoming summer school preparations. Ms. Cates reported that she met with Katrina McCullogh, Information Technology Projects Coordinator, to create an application process for employees through the portal and she anticipates the applications may be completed by the end of this month.

Maria Braunstein, Personnel Analyst, expressed her gratitude toward all staff for working as a team and shifting priorities as the Recruitment and Testing unit had some staffing changes.

#### CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-13.

1. **RATIFY** job announcement bulletin for Executive Director – Facilities Development and Planning
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
4. **RATIFY** job announcement bulletin for Instructional Warehouse Assistant
5. **RATIFY** job announcement bulletin for Kids' Club Assistant
6. **RATIFY** job announcement bulletin for Purchasing Supervisor
7. **RATIFY** job announcement bulletin for School Safety Communications Operator
8. **APPROVE** the certification of Campus Security Officer 16-0044-5011 eligibility list established December 28, 2015
9. **APPROVE** the certification of Head Start Instructional Aide 16-0036-0657 eligibility list established December 21, 2015
10. **APPROVE** the certification of Human Resources Assistant 16-0040-3350 eligibility list established December 30, 2015
11. **APPROVE** the certification of Instructional Aide Interpreter – Deaf/Hard of Hearing 16-0039-3272 eligibility list established December 16, 2015

12. **APPROVE** the certification of Senior Administrative Secretary  
16-0043-3362 eligibility list established December 23, 2015

13. **APPROVE** the certification of Student Data Systems Specialist  
16-0011-5164 eligibility list established December 14, 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

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that she did receive Commissioner Stacey Lewis' letter for reappointment and offered Ms. Lewis her support on behalf of CSEA.

Commissioner Lewis also expressed her gratitude to CSEA, the Personnel Commission staff and her fellow commissioners for all the support.

#### 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 Research Operations 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		

The Commission moved items 2 through 10 of New Business to Closed Session.

2. **APPROVE** the recommendation to remove from eligibility list  
ID 6698142
3. **APPROVE** the recommendation to remove from eligibility list  
ID 25161562
4. **APPROVE** the recommendation to remove from eligibility list  
ID 20352967
5. **APPROVE** the recommendation to remove from eligibility list  
ID 25760211
6. **APPROVE** the recommendation to remove from eligibility list  
ID 18780731
7. **APPROVE** the recommendation to remove from eligibility list  
ID 22159048
8. **APPROVE** the recommendation to remove from eligibility list  
ID 2471223

9. **APPROVE** the recommendation to remove from eligibility list  
ID 23732005
10. **APPROVE** the recommendation to remove from eligibility list  
ID 9969119

**OTHER ITEMS**

Commissioner Stacey Lewis expressed interest in exploring new designs for the Classified Personnel job bulletins in order to attract more candidates for job opportunities with Long Beach Unified School District.

Commissioner Linda Vaughan informed the Commission that she will be conducting a professional development training on the Merit System at Vista Unified School District on Friday, January 15, 2016.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that she will be attending the first session of the Merit Academy on Saturday, January 9, 2016.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for January 21, 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 8:45 a.m. to discuss New Business items 2 through 10.

**OPEN SESSION**

The Personnel Commission returned to open session at 10:00 a.m. The following reportable actions were taken:

2. The Commission acted to sustain staff's recommendation to remove candidate 6698142 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 after January 2017. They instructed the Executive Officer to notify the applicant of the decision.
3. The Commission acted to sustain staff's recommendation to remove candidate 25161562 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 after January 2019. They instructed the Executive Officer to notify the applicant of the decision.
4. The Commission acted to sustain staff's recommendation to remove candidate 20352967 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 after January 2019. They instructed the Executive Officer to notify the applicant of the decision.
5. The Commission acted to sustain staff's recommendation to remove candidate 25760211 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 after one year from completion of probation. They instructed the Executive Officer to notify the applicant of the decision.

6. The Commission acted to sustain staff's recommendation to remove candidate 18780731 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 after January 2017. They instructed the Executive Officer to notify the applicant of the decision.
7. The Commission acted to sustain staff's recommendation to remove candidate 22159048 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.
8. The Commission acted to sustain staff's recommendation to remove candidate 2471223 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 after January 2019. They instructed the Executive Officer to notify the applicant of the decision.
9. The Commission acted to sustain staff's recommendation to remove candidate 23732005 from current eligibility list and determined that this would be a permanent bar from future employment with the District. They instructed the Executive Officer to notify the applicant of the decision.
10. The Commission acted to sustain staff's recommendation to remove candidate 9969119 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 after January 2017. 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		
Linda Vaughan	X		

ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:05 a.m. with the consent of the members.