

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

MINUTES

Regular Meeting

September 29, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, September 29, 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 Terence Ulaszewski.

ROLL

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

Present: Stacey V. Lewis
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Susan Follmuth, Human Resources Technician; Asghar Tootla, Human Resources Technician; Lissa Kukahiko, Senior Administrative Secretary; and Adriana Araujo, Staff Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of September 15, 2016.

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

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, announced Asghar Tootla was recently promoted from Human Resources Assistant to Human Resources Technician. Mr. Kato mentioned that staff is interested in interviewing for the Human Resources Assistant vacancy.

Mr. Kato reported that the process for requesting the reappointment of Commissioner Vaughan for another 3 year term had been initiated.

Mary Cates, Human Resources Supervisor, extended her appreciation to Asghar Tootla for joining the team. Ms. Cates reported that 18 Instructional Aide-Special applicants were scheduled to be interviewed today by Wendy Rosenquist from Special Education. If a candidate is selected, staff will process and fingerprint them next Monday. Ms. Cates mentioned that she and staff are working diligently on employee processing activities including coaches and Recreation Aides.

Maria Braunstein, Personnel Analyst, congratulated Asghar Tootla, for his promotion to Human Resources Technician. Ms. Braunstein reported on 15 new vacancies for a total of 22 recruitments that staff is currently working on. Ms. Braunstein continues to work with subject matter experts to establish competencies that will ensure relevancy and validity of examinations. Ms. Braunstein expressed her gratitude toward staff for their work.

Susan Leaming, Personnel Analyst, notified the Commission of upcoming staff development workshops. CalPERS Retirement Planning Workshops will be held on November 4, 2016 and in Spring 2017. CPR/First Aid trainings for classified staff will be held on November 14, 2016 and March 3, 2017. Ms. Leaming concluded by distributing the 2016-2017 salary schedules to the Commissioners.

CONSENT AGENDA

A motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-4.

1. **RATIFY** job announcement bulletin for Benefits Administrator
2. **RATIFY** job announcement bulletin for Child Nutrition Specialist
3. **RATIFY** job announcement bulletin for College and Career Specialist
4. **APPROVE** the certification of Maintenance Director 17-0010-0083 eligibility list established September 21, 2016

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

OLD BUSINESS

None.

NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 28630051

The Commission moved New Business item 1 to Closed Session.

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that she attended a meeting regarding the Measure E Bond and Proposition 55. She

explained that mailers will be sent out and phone calls will be made to the community for their support.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for October 13, 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 8:32 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:46 a.m. The following reportable actions were taken:

1. The Commission acted to sustain staff's recommendation to remove candidate 28630051 from current eligibility list but determined that this would not be a permanent bar from future employment with the District and will allow the candidate to reapply at six months or at the next administration of the Nutrition Services Worker exam, whichever is sooner.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:48 a.m. with the consent of the members.