

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

MINUTES

Regular Meeting

July 21, 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, July 21, 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; Mary Cates, Human Resources Supervisor; Maria Braunstein, Personnel Analyst; Lissa Kukahiko, Senior Administrative Secretary; Anne Follett, Human Resources Technician; Susan Follmuth, Human Resources Technician; and Adriana Araujo, Staff Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; and David Zaid, Director of Employee Relations.

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 July 7, 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, recounted the approvals at the Board meeting on July 18, 2016 regarding facility name changes and new high school graduation requirements. Mr. Kato also reported on the Long Beach Unified School District Board of Education Members Mr. Jon Meyer as President and Ms. Megan Kerr as Vice-President.

Maria Braunstein, Personnel Analyst, reported on recruitment and testing activities. Ms. Braunstein provided the Commission a listing of all current and

pending recruitments. Ms. Braunstein and staff continue to work with the challenges for vacant positions on the Avalon (Catalina Island) Campus.

Mary Cates, Human Resources Supervisor provided the Commission an update on summer placements. Last day of summer school for all sites is July 29, 2016. Ms. Cates reported on payroll efforts to ensure summer school employees are paid correctly and on time. Ms. Cates also updated the Commission that certification unit was having difficulty filling substitute request for summer positions. Valeeta Pharr, CSEA Chapter 2 President and David Zaid, Director of Employee Relations discussed methods to address absenteeism. Ms. Cates also reported that staff is cleaning up files for Limited Term Employee (LTE) substitutes in order to have a more accurate count.

Ms. Cates reported on receiving transfer letters including vacancy assignments (VA's) and working with staff to complete the transfers. A revised vacancy assignment manual for school sites is currently being updated to present at the August Office Supervisor Management Meeting. The Commissioners, Ms. Pharr, and Mr. Zaid requested a copy of the manual.

Mr. Kato updated the Commission on Susan Leaming's summer flex schedule.

#### CONSENT AGENDA

Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, 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 Custodian
2. **RATIFY** job announcement bulletin for Electronics Technician (Substitute)
3. **RATIFY** job announcement bulletin for Groundskeeper
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish
5. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish
6. **RATIFY** job announcement bulletin for Nutrition Services Worker – Avalon (Revised)
7. **RATIFY** job announcement bulletin for Plant Supervisor I
8. **RATIFY** job announcement bulletin for Plant Supervisor II
9. **RATIFY** job announcement bulletin for School Support Secretary – BL Spanish
10. **RATIFY** job announcement bulletin for Student Evaluation Technician

11. **APPROVE** the certification of Instructional Aide – Special 16-0118-0448 eligibility list established July 20, 2016
12. **APPROVE** the certification of Instructional Aide – Special 16-0136-0448 eligibility list established July 21, 2016
13. **APPROVE** the certification of School Safety/Security Specialist 16-0112-5015 eligibility list established July 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		

OLD BUSINESS None

NEW BUSINESS Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **APPROVE** the following:  
Revised class specification of Nutrition Services Facilities and Equipment Manager and direct all positions and employment lists be reclassified for the purpose of title change only

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

Following discussion, a motion was made by Ms. Vaughan seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 2.

2. **APPROVE** the following:  
Revised classification and title of Benefits Administrator and direct all positions and employment lists be reclassified for the purpose of title change only

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

OTHER ITEMS Valeeta Pharr, CSEA Chapter 2 President updated the commission on the keeping up with the various generations and technology trends in the workforce. Terence Ulaszewski, Personnel Commission Chair suggested to create awareness through trainings.

Stacey Lewis, Personnel Commission Member encouraged individuals to take advantage of the City of Long Beach Summer Events. The event schedules

are available through the city's website. The City has great programs and available resources for the community, unfortunately, the information is not reaching the community. Ms. Lewis also updated the Commission on the Long Beach Port's focus on engaging partnerships on how to close gap on trade occupations and mentioned Job Corps internships and apprentice programs. Ms. Lewis also informed the staff and commissioners that she is unable to attend the August 4, 2016 meeting.

Linda Vaughn, Personnel Commission Vice-Chairperson informed the staff and commissioners that she is unable to attend the August 4, 2016 meeting. Ms. Vaughn also requested business cards for the Commissioners.

A motion was made by Ms. Vaughan seconded by Ms. Lewis, and the motion carried with a unanimous vote to cancel the Personnel Commission meeting on August 4, 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		

Ms. Pharr updated the Commissioners on the 90<sup>th</sup> year celebration for CSEA and that she completed the merit system academy.

Terence Ulaszewski, Personnel Commission Chair updated the Commission on Gail Rainwater, former Personnel Commission Senior Administrative Secretary's celebration of life service and expressed his gratitude.

NEXT REGULAR MEETING

The Commission cancelled the meeting on August 4, 2016. The next Regular Meeting of the Personnel Commission is scheduled for August 18, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

None

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:03 a.m. with the consent of the members.