

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

MINUTES

Regular Meeting

May 12, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, May 12, 2016, at 8:14 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 Linda Vaughan.

ROLL

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

Present: Linda Vaughan  
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Lissa Kukahiko, Senior Administrative Secretary; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; and Adrienne Rambo, CSEA Vice President – Unit A.

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 April 28, 2016.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, updated the Commission of his completion of the Leadership Long Beach Executive Series and expressed a sincere thank you to the Commissioners for the opportunity. Mr. Kato announced that the District will be holding a Science Fair on May 14, 2016 at Cabrillo High School. Mr. Kato also reported that the annual Classified Employee Celebration is on Thursday, May 26, 2016. Each year, a Classified Employee of the Year along with a Personnel Commission Employee of the Year is selected.

Dale Culton, Certification Services Manager, updated the Commission on the start of summer school assignments and placement.

Mary Cates, Human Resources Supervisor reported that Judith Lopez, Human Resources Technician, attended an AESOP report writing seminar in Irvine on May 4, 2016. Ms. Cates informed the Commission that she and Ms. Lopez attended an Elementary Office Supervisors meeting at TRC and presented on VA LTE evaluation forms in which both positive and negative feedback should be provided. Ms. Cates will be presenting at the high school office supervisors meeting on May 25, 2016.

Kenneth Kato, Executive Officer, gave a brief update on Recruitment and Testing activities.

Valeeta Pharr, CSEA Chapter 2 President, requested clarification on extra Groundskeeper assignments in summer. Mr. Kato responded that there will be no extra Groundskeeper assignments this summer.

**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 1-4; 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 items 5-6.

1. **RATIFY** job announcement bulletin for Warehouse Manager
2. **RATIFY** job announcement bulletin for Warehouse Supervisor
3. **APPROVE** the certification of Kids' Club Lead Assistant 16-0090-0515 eligibility list established May 6, 2016
4. **APPROVE** the certification of Nutrition Services Supervisor II Avalon 16-0085-5065 eligibility list established May 3, 2016
5. **APPROVE** the certification of Purchasing and Contracts Director 16-0095-0767 eligibility list established May 10, 2016
6. **APPROVE** the certification of Staffing Analyst-HRS 16-0091-5195 eligibility list established May 10, 2016

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	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 following:  
Adoption of Resolution Regarding Classified Employee Week

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

The Commission moved items 2-3 of New Business to Closed Session.

- 2. **APPROVE** the recommendation to remove from eligibility list ID 14168795
- 3. **APPROVE** the recommendation to remove from eligibility list ID 26755960

OTHER ITEMS

Commissioner Ulaszewski noted that future agendas will be accepted via electronic delivery and mail delivery.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for May 26, 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 8:30 a.m. to discuss New Business items 2-3.

OPEN SESSION

The Personnel Commission returned to open session at 9:13 a.m. The following reportable actions were taken:

- 2. The Commission acted to sustain staff's recommendation to remove candidate 14168795 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but will allow the candidate to reapply after 1 year following proof of completion of the candidate's probationary sentence.
- 3. The Commission acted to sustain staff's recommendation to remove candidate 26755960 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but will allow the candidate to reapply after 1 calendar year following proof of expungement or rehabilitation of the candidate's conviction.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:15 a.m. with the consent of the members.