

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

MINUTES

Regular Meeting

October 27, 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, October 27, 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; Dale Culton, Certification Services Manager, Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Mary Cates, Human Resources Supervisor; Shristie Nair, Personnel Analyst; Anne Follett, Human Resources Technician; Susan Follmuth, Human Resources Technician; Judith Lopez, Human Resources Technician; Angela Stenberg, Human Resources Technician; Asghar Tootla, Human Resources Technician; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; and Juan Garcia, CSEA Chief Job Steward.

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 October 13, 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, reported on a presentation he conducted at the Retired Public Employees Association of California-Chapter 25 Meeting on Tuesday, October 25, 2016 regarding the Merit System at the Long Beach

Unified School District. Attendees at the meeting consisted of retired state, county and city agency employees.

Shristie Nair, Personnel Analyst, updated the Commission that the Recruitment and Testing Unit is fully staffed. Ms. Nair reported on 10 new vacancies for a total of 32 recruitments that are currently in progress. Ms. Nair reported she and her staff presented at Nutrition Services regarding best practices of filling out applications and also preparing for interviews.

Dale Culton, Certification Services Manager, informed the Commission that a new fingerprinting machine has arrived and training will be conducted on site.

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 approve the Consent Agenda items 1-8.

1. **RATIFY** job announcement bulletin for Administrator, Construction
2. **RATIFY** job announcement bulletin for Administrator, Facilities, Development and Planning
3. **RATIFY** job announcement bulletin for Intermediate Office Assistant; Intermediate Office Assistant-Bilingual Spanish
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant-Schools; Intermediate Office Assistant-Schools-Bilingual Spanish
5. **RATIFY** job announcement bulletin for Nutrition Services Worker
6. **RATIFY** job announcement bulletin for School Safety Officer
7. **RATIFY** job announcement bulletin for Sign Language Interpreter
8. **APPROVE** the certification of Instructional Aide-Special 17-0022-0448 eligibility list established October 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 following:
Create the classification of Educare Family Support Specialist – BL Khmer
Allocate the classification of Educare Family Support Specialist – BL Khmer to salary range 27 (C1)
Revise the classification specification for Educare Family Support Specialist

Revise the classification specification for Educare Family Support Specialist – BL Spanish
Revise the classification specification for Educare Family Support Specialist – BL Khmer

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

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

2. **APPROVE** the following:
Revise the classification specification for Accountant
Revise the classification specification for Accounting Technician

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

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

3. **APPROVE** the following:
Revise the classification specification for Nutrition Services Operations Coordinator

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 3.

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

4. **REVIEW** and **ADOPT** Personnel Commission Annual Report for 2015-2016

Kenneth Kato, Executive Officer, explained that the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The report informs the Board of Education about the activities of the Personnel Commission during the preceding fiscal year. Mr. Kato then delivered a presentation to the Commission for their review and consideration. Following discussion, the Commission will review the Annual Report. Mr. Kato notified the Commission that the Annual Report will be presented to the Board of Education on November 15, 2016.

OTHER ITEMS

Commissioner Lewis reported she attended a CalPERS workshop and one of the presentations was conducted by Lisa Ling. Ms. Ling's presentation was on world topics encouraging those that can effect change through raised awareness, contributions to the community, and community engagement.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for November 10, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:50 a.m. with the consent of the members.