

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

MINUTES

Regular Meeting

December 8, 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, December 8, 2016, at 10:16 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: Terence Ulaszewski  
Linda Vaughan

Absent: Stacey V. Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Chief Job Steward; and William Graham.

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 November 10, 2016.

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

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on items from the Board Meeting he attended on December 7, 2016. The School Security Pink Patch fundraiser raised over \$3000 and was donated to the Long Beach Memorial Breast Cancer Foundation. Mr. Kato informed the Commission that the Long Beach Harmony Project will be holding a presentation by their students on December 14, 2016 at the Terrace Theater Lobby. This is a recital reception fundraiser in support of the Harmony Project in LBUSD.

Maria Braunstein, Personnel Analyst, updated the Commission on Recruitment and Testing activities. Ms. Braunstein informed the Commission of the upcoming examination and recruitment schedule.

Mary Cates, Human Resources Supervisor, updated the Commission that Certification and Employment Services continue to work with the Technology and Information Services department regarding the online summer employment applications in anticipation of a January 2017 launch. Ms. Cates reported on classified evaluations with plans to complete distribution to all school sites and departments prior to the commencement of winter break. Ms. Cates informed the Commission of the current status of filling vacancies and substitute pools. Ms. Cates reported on working on staff changes on LYNX to reflect the current Board date of December 20, 2016.

Susan Leaming, Personnel Analyst, reported on hosting two classified staff development opportunities. Ms. Leaming notified the Commission that 115 classified employees attended the CalPERS Retirement workshop on November 4, 2016. Ms. Leaming also informed the Commission that 106 classified employees were trained in CPR First Aid on November 14, 2016. Ms. Leaming concluded with an update to the Commission that more classified staff development opportunities for both CalPERS Retirement and CPR First Aid will be held in March 2017.

Kenneth Kato, Executive Officer, reported that Kelly An, Director of Leadership Development brought new District Directors to tour the Personnel Commission Office and to learn about the Merit System. Mr. Kato will present to LBUSD employees who are aspiring to be school principals on February 2017 regarding the Personnel Commission and the Merit System.

Mr. Kato reported that he presented the 2015-2016 Personnel Commission Annual Report to the Board of Education on November 16, 2016. The report was well-received by the Board. Commissioner Ulaszewski and Commissioner Vaughan were also present at the workshop. Mr. Ulaszewski informed the Commission of the positive recognition received from the Board of Education for the hard work of Personnel Commission staff over the last fiscal year.

## CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1, 2, 4-9; Item 3 was pulled for further discussion.

1. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager
2. **RATIFY** job announcement bulletin for Educare Family Support Specialist; Educare Family Support Specialist-BL Spanish; Educare Family Support Specialist-BL Khmer
4. **APPROVE** the certification of Child Nutrition Specialist 17-0024-3322 eligibility list established November 28, 2016

5. **APPROVE** the certification of College and Career Specialist 17-0025-5177 eligibility list established November 23, 2016
6. **APPROVE** the certification of Elementary School Office Supervisor 16-0124-3345 eligibility list established November 07, 2016
7. **APPROVE** the certification of Instructional Aide-Special 17-0029-0448 eligibility list established November 15, 2016
8. **APPROVE** the certification of Instructional Aide-Special 17-0040-0448 eligibility list established November 22, 2016
9. **APPROVE** the certification of Kids' Club Assistant 17-0027-0694 eligibility list established November 16, 2016

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

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items Item 3.

3. **APPROVE** the certification of Benefits Administrator 17-0007-5227 eligibility list established November 23, 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**

1. **APPROVE** the recommendation to remove from eligibility list ID 732292

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.1. The individual was present to appeal the recommendation. Mr. Ulaszewski explained the difference between Open and Closed Session to Candidate 732292. The individual requested to be heard in Closed Session. The Commission moved item 1 of New Business to Closed Session.

**OTHER ITEMS**

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission of her sister, Fredericka McGee, a LBUSD and CSULB Alumna was honored by the Sacramento County Bar Association as the 2016 Distinguished Attorney of the Year. Ms. Pharr concluded by notifying the Commission of her attendance at the CSPCA Annual Conference in January 2017.

Commissioner Terence Ulaszewski canceled the Thursday, January 5, 2017 Personnel Commission meeting due to school closures. Mr. Ulaszewski extended well-wishes for a safe holiday season.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for December 22, 2017 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 10:37 a.m. to discuss New Business item 1.

OPEN SESSION

The Personnel Commission returned to open session at 10:45 a.m. The following reportable actions for New Business item 1 were taken:

1. The Commission acted to sustain staff's recommendation to remove ID 24116098 from the 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 in accordance with screening standards. 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		
Linda Vaughan	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:47 a.m. with the consent of the members.