

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

MINUTES

Regular Meeting

September 15, 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 15, 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; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Francelia Wilbert, Plant Supervisor I; Lissa Kukahiko, Senior Administrative Secretary; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resources Services; David Zaid, Director of Employee Relations; Valeeta Pharr, CSEA Chapter 2 President; and Adrienne Rambo, CSEA Chapter 2 Vice-President, Unit A.

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 1, 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, introduced Francelia Wilbert as the new Plant Supervisor I for the site, including both the Personnel Commission and the Child Development Center. Mr. Kato reported on items from the Board of Education meeting on September 7, 2016 including a fundraiser conducted by School Safety in support of breast cancer awareness by selling pink Long Beach

Unified security patches. Mr. Kato notified the Commission that Leadership Long Beach will be holding an Emergency Preparedness Expo for the community this upcoming weekend.

Maria Braunstein, Personnel Analyst, continues to meet with subject matter experts for feedback and to establish competencies for upcoming employment examinations. Ms. Braunstein updated the Commission on current and upcoming recruitments including ongoing recruitment efforts on Catalina Island for the Avalon school site.

Dale Culton, Certification Services Manager, reported that approximately 800 letters regarding changes to the salary step advancement process were sent to Recreation Aides and Recreation Leaders. Mr. Culton mentioned that the Child Care and Instructional Job Family Study classification title and salary changes were inputted in the payroll system so individuals will be paid appropriately. He thanked Information Services for their assistance in making programmatic changes to titles and salaries.

Susan Leaming, Personnel Analyst, extended her appreciation to Dale Culton, Certification Services Manager, and Mary Cates, Human Resources Supervisor, for their work to assure the job family study classification title and salary changes were online in the payroll system. Ms. Leaming also notified the Commission that CPR trainings for classified staff will be held on November 14, 2016.

CONSENT AGENDA

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, 2, 6, 7, 8, 9 and 10 and pull items 3, 4 and 5 from the consent agenda for discussion and approval.

1. **APPROVE** the certification of Administrator, K-16 Collaborations and District Programs 17-0011-5226 eligibility list established September 6, 2016
2. **APPROVE** the certification of Executive Secretary (C) 16-0123-0678 eligibility list established September 6, 2016
6. **APPROVE** the certification of Nutrition Services Facilities and Equipment Manager 17-0008-5228 eligibility list established September 12, 2016
7. **APPROVE** the certification of Plant Supervisor I 17-0003-5026 eligibility list established September 14, 2016
8. **APPROVE** the certification of Plant Supervisor II 17-0004-5027 eligibility list established September 14, 2016
9. **APPROVE** the certification of School Support Secretary - Bilingual Spanish 17-0002-5159 eligibility list established September 6, 2016

10. **APPROVE** the certification of Sheet Metal Worker 16-0128-0277 eligibility list established September 8, 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		

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 3, 4 and 5.

3. **APPROVE** the certification of Groundskeeper 17-0006-0172 eligibility list established September 12, 2016
4. **APPROVE** the certification of Intermediate Office Assistant - Bilingual Spanish 16-0134-5050 eligibility list established September 13, 2016
5. **APPROVE** the certification of Intermediate Office Assistant - Schools Bilingual Spanish 16-0135-5052 eligibility list established September 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		

OLD BUSINESS

None.

NEW BUSINESS

1. **DISCUSS** the establishment of eligibility lists

The Commission held a discussion regarding New Business item 1. The Commissioners asked Mr. Kato to research the titling and approving eligibility lists on the Consent Agenda when no applicants pass the examination process.

2. **DISCUSS** the Management Performance Evaluation

Ann Culton, Administrative Coordinator, Human Resources Services, and David Zaid, Director of Employee Relations, presented to the Commission regarding the Management Performance Evaluation pilot program. They explained the new evaluation process and provided the Commissioners with handouts. Mr. Zaid mentioned that a training was held for all classified managers on July 26, 2016 to introduce the new evaluation process as a pilot program. Ms. Lewis expressed her appreciation for the District's efforts to implement a new evaluation process for classified managers and stated that she was impressed with the materials she reviewed.

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that new CSEA contracts have been distributed and are available online. Ms. Pharr

shared that she spoke with Barry Welsch, President of the Teachers Association of Long Beach (TALB), regarding Measure E phone banking opportunities. Ms. Pharr also discussed staff development training opportunities that can be provided by CSEA representatives.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for September 29, 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 9:18 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:34 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:35 a.m. with the consent of the members.