

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

MINUTES

Regular Meeting

December 22, 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 22, 2016, at 8:18 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; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Chief Job Steward; and Carmela Tyson.

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 December 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		

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on items from the Board of Education meeting he attended on December 20, 2016. Mr. Kato informed the Commission on the first construction phases of Measure E projects, including the Bond Sales. Mr. Kato presented slides of information that was provided at the board meeting.

Maria Braunstein, Personnel Analyst, reported on recruitment and testing activities. Ms. Braunstein provided information to the Commission on Educare staffing for the next school year. Ms. Braunstein will be working on the development of testing materials in the Khmer language. Ms. Braunstein updated the Commission on examination and recruitment schedules for the School Safety and Facilities departments.

Susan Leaming, Personnel Analyst, reported on a recent visitor to the Personnel Commission offices. The visitor's relative, Mr. Lyman Lough was a Personnel Commissioner for 36 years. Ms. Leaming presented a copy of Mr. Lough's final meeting and speech to the Commission. Ms. Leaming also noted there is a fountain at California State University, Long Beach dedicated in his honor as well as the District's Lyman W. and Nancy E. Lough Eighth Grade Scholarship Fund.

Dale Culton, Certification Services Manager, informed the Commission on the status of filling vacancies.

Mary Cates reported that the classified performance evaluation lists were distributed to all sites prior to the commencement of winter break.

Kenneth Kato, Executive Officer, reported the issuance of an employment processing survey to hiring authorities in the past year. This survey is the same as the 2015 survey of hiring authorities. Mr. Kato will be presenting the survey results to the Commission in the near future.

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 1-9.

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 Campus Security Officer
4. **RATIFY** job announcement bulletin for Nutrition Services Operations Coordinator
5. **APPROVE** the certification of Accountant 17-0050-0358 eligibility list established December 23, 2016
6. **APPROVE** the certification of Accounting Technician 17-0049-0750 eligibility list established December 23, 2016
7. **APPROVE** the certification of Nutrition Services Worker 17-0039-3322 eligibility list established December 21, 2016
8. **APPROVE** the certification of Purchasing Assistant 17-0030-5129 eligibility list established December 9, 2016

9. **APPROVE** the certification of Senior Health Assistant 17-0048-5174 eligibility list established December 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 None

OTHER ITEMS Carmela Tyson, an applicant would like to discuss rescheduling to take an examination. Commissioner Ulaszewski suggested to have this item placed on the next agenda for discussion.

Mr. Ulaszewski extended well-wishes to all for a safe holiday season.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for January 19, 2017 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 8:47 a.m. with the consent of the members.