

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

MINUTES

Regular Meeting

June 23, 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, June 23, 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: Terence Ulaszewski  
Linda Vaughan  
Stacey Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Judith Lopez, Human Resources Technician; Rebecca Orozco, Human Resources Technician; Angela Stenberg, 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 Vanessa Morrison, Campus Security Officer, Lakewood High School.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of June 9, 2016.

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

RECEIVE CORRESPONDENCE

Mr. Kenneth Kato, Executive Officer, reported on receiving the save the date flyer for the California School Personnel Commissioners Association (CSPCA) annual conference that will be held on January 26-29, 2017 in San Francisco, California.

HEARD PUBLIC

Vanessa Morrison, Campus Security Officer asked the Commission to review her eligibility for summer employment. Mr. Kato explained the summer school assignment placement process and would review Ms. Morrison’s application. Mr. Kato would report his findings back to the Commission at the next opportunity. Valeeta Pharr, CSEA Chapter 2 President, will have a discussion with Ms. Morrison regarding next steps.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on the continued process of new recruitments and staffing for upcoming school year.

Maria Braunstein, Personnel Analyst, reported on recruitment activities. Ms. Braunstein and staff continue to work on recruitment strategies for vacant positions on Catalina Island.

Dale Culton, Certification Services Manager, reported the Board of Education has taken action to abolish and reduce positions. Mr. Culton met with CSEA to discuss the impact on their members. Mr. Culton thanked staff for their efforts in distributing layoff notifications. Valeeta Pharr, CSEA Chapter 2 President, reported potential retirements which may help decrease the number of layoffs.

Mary Cates, Human Resources Supervisor, provided an update on the status of summer school and assignments. 677 summer placements were made.

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 ratify and approve the Consent Agenda items 1-5.

1. **RATIFY** job announcement bulletin for Executive Secretary
2. **RATIFY** job announcement bulletin for Laborer (Temporary Positions)
3. **RATIFY** job announcement bulletin for Research Office Technician
4. **APPROVE** the certification of ASB Financial Technician 16-0093-0751 eligibility list established June 13, 2016
5. **APPROVE** the certification of School Safety Officer 16-0086-5014 eligibility list established June 24, 2016

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

OLD BUSINESS

None

**NEW BUSINESS**

Commissioner Lewis made a motion to discuss the Child Care and Instructional Job Family Study Final report. Commissioner Vaughan seconded the motion. Susan Leaming, Personnel Analyst, along with Ms. Pharr provided a detailed overview of the report and results of the study. After thorough review of the final report and a lengthy discussion between Personnel Commission staff, Commissioners and audience members, 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.

- 1. **APPROVE** the following:  
 Child Care and Instructional Job Family Study Final Report

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

**OTHER ITEMS**

Commissioner Lewis congratulated Commissioner Vaughan on her recent retirement from Lynwood Unified School District.

Commissioner Ulaszewski reported he attended the Blue Martini Ball that raises money to provide meals for needy children and families. He stated that 340,000 meals were provided last year.

Commissioner Lewis thanked Mary Cates and staff on all their hard work with summer school assignments.

Valeeta Pharr, CSEA Chapter 2 President, updated the Commission on the District’s transition to the Cloud and that the CSEA President’s calendar can now be viewed. Ms. Pharr also updated on CSEA’s food distribution services for employees during the summer.

Commissioner Lewis reported she attended a conference last week in Washington D.C. and one of the main topics was that the field of Human Resources is moving towards a focus on a holistic maintenance program for employees that includes providing assistance to the employee on personal issues outside of work.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for July 7, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**CLOSED SESSION**

None

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 9:43 a.m. with the consent of the members.