

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

MINUTES

Regular Meeting

November 10, 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, November 10, 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; Maria Braunstein, Personnel Analyst; Mary Cates, Human Resources Supervisor; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; Judith Lopez, Human Resources Technician; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Alvin Hayes III; Artemeise Jackson; and Cody Watten.

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 27, 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 that he, Ms. Vaughan and Ms. Leaming attended a Personnel Commission Association of Southern California (PCASC) Event at the Rio Hondo Golf Course. Mr. Kato mentioned the event was informative about class descriptions and new trends. Mr. Kato informed the Commission that PCASC will sponsor a Merit Academy scholarship for 2017. Scholarship applications are due by December 16, 2016.

Mr. Kato informed the Commission that the Measure E Bond to improve outdated classrooms and neighborhood schools was passed on November 8th.

Mr. Kato updated the Commission that he will be presenting the 2015-2016 Personnel Commission Annual Report to the Board of Education Workshop on Wednesday, November 16, 2016.

Maria Braunstein, Personnel Analyst, reported that she and Ms. Nair attended a Personnel Testing Council of Southern California conference (PTC-SC) and received information regarding competencies, job analysis, and various generational differences in the workplace. Mr. Kato explained the PTC is involved in test construction with different agencies. Ms. Braunstein updated the Commission on Recruitment and Testing activities.

Mary Cates, Human Resources Supervisor, updated the Commission that Certification and Employment Services continue to work with the Technology and Information Services department regarding online summer employment applications. Staff will begin testing the online application in December in anticipation of a January 2017 launch. Ms. Cates reported that the classified evaluation list will be distributed to all school sites and departments by the end of December.

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, 4-12; Item 3 was pulled for further discussion.

1. **RATIFY** job announcement bulletin for Accountant
2. **RATIFY** job announcement bulletin for Accounting Technician
4. **RATIFY** job announcement bulletin for Instructional Assistant-Mathematics
5. **RATIFY** job announcement bulletin for Office Assistant-Bilingual Spanish
6. **RATIFY** job announcement bulletin for School Safety Supervisor
7. **RATIFY** job announcement bulletin for Senior Health Assistant
8. **RATIFY** job announcement bulletin for Senior Office Assistant; Senior Office Assistant-Bilingual Spanish
9. **RATIFY** job announcement bulletin for Senior Office Assistant-Schools; Senior Office Assistant-Schools Bilingual Spanish
10. **APPROVE** the certification of Elementary School Office Supervisor 16-0124-3345 eligibility list established November 7, 2016

11. **APPROVE** the certification of Intermediate Office Assistant-Schools-Bilingual Spanish 16-0135-5052 eligibility list established September 13, 2016 REVISED
12. **APPROVE** the certification of Sign Language Interpreter (previously titled Instructional Aide Interpreter-Deaf/Hard of Hearing) 16-0053-3272 eligibility list established November 4, 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. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items Item 3.

3. **RATIFY** job announcement bulletin for Building Maintenance Worker/Driver

<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

1. **APPROVE** Personnel Commission Annual Report for 2015-2016

A motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Old Business items 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		

NEW BUSINESS

1. **APPROVE** the following:
Adopt the revised class specification of District Security Officer

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 recommendation to remove from eligibility list ID 24116098

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.8. The individual was present to appeal the recommendation. Mr. Ulaszewski explained the difference between Open and Closed Session to Candidate 24116098. The individual requested to be heard in Closed Session. The Commission moved item 2 of New Business to Closed Session.

3. **APPROVE** the recommendation to remove from eligibility list ID 28473639

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. The individual was present and requested to be heard in Open Session. Candidate 28473639 explained to the Commission the circumstances and answered questions from the Commissioners. The Commission explained that the candidate would be informed of their decision in writing within ten days. The Commission moved item 3 of New Business to Closed Session for discussion.

4. **APPROVE** the recommendation to remove from eligibility list ID 29751374

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. The individual was present and requested to be heard in Open Session. Candidate 29751374 explained to the Commission the circumstances and answered questions from the Commissioners. The Commission explained that the candidate would be informed of their decision in writing within ten days. The Commission moved item 4 of New Business to Closed Session for discussion.

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, reported that Head Start staff are concerned regarding the transition to computerized data reporting without appropriate training. Ms. Pharr will be reporting this concern to the Board Workshop on November 15-16, 2016. Mr. Ulaszewski requested Personnel Commission staff research and review the employee concerns from a classification standpoint.

Ms. Vaughan informed the Commission of her attendance at a CSEA Workshop at the Long Beach Convention Center. Ms. Vaughan expressed her concern regarding the workplace and the California Marijuana Legalization Initiative that passed on the November 8th election. Mr. Ulaszewski suggested to review the District policy.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for December 8, 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 9:10 a.m. to discuss New Business items 2-4.

OPEN SESSION

The Personnel Commission returned to open session at 9:25 a.m. The following reportable actions for New Business items 2-4 were taken:

2. 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 at the next administration of the exam. 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>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

3. The Commission acted to sustain staff's recommendation to remove ID 28473639 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 November 2019. 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>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

4. The Commission acted to sustain staff's recommendation to remove ID 29751374 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 at the next administration of the exam. 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>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:27 a.m. with the consent of the members.