

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

MINUTES

Regular Meeting

August 18, 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, August 18, 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, Mary Cates, Human Resources Supervisor; Maria Braunstein, Personnel Analyst; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; and Judith Lopez, Human Resources Technician.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of July 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		

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission on the Personnel Commission's technology and facility upgrades. Mr. Kato reported on attending a recent board workshop that occurs every August prior to the new start of the school year. The workshops provided updates on the Head Start Program, the Local Control and Accountability Plan (LCAP) progress report, ELA/ELD Instructional Materials Adoption and Special Education. Mr. Kato mentioned a presentation was done on the Certificated and Classified Evaluation Systems. Mr. Kato also mentioned that the Assistance League presented at the workshop

regarding programs and benefits they provide to the school district and students.

Maria Braunstein, Personnel Analyst, informed the commissioners of current and upcoming recruitments. Staff continue to work with the challenges for vacant positions on the Avalon (Catalina Island) Campus. Ms. Braunstein and staff are currently exploring the costs and resources utilizing social media such as LinkedIn for recruitment purposes. Ms. Braunstein will be attending a workshop hosted by Personnel Testing Counsel (PTC) regarding social media and what's worked with other agencies.

Mary Cates, Human Resources Supervisor and staff continue to work diligently ensuring that assignments are accurate before the start of the school year. Ms. Cates will be attending a meeting with high school athletic directors regarding coaches and the process and procedures of being on campus and working with the students. Ms. Cates reported on presenting at the LBUSD Secretaries Summer Institute regarding the online vacancy assignments (VA). Valeeta Pharr, CSEA Chapter 2 President, mentioned she received notice a day before the training. Ms. Pharr concluded with stating that she would like to have the district provide employees cross-training opportunities. Ms. Cates will be providing the Commissioners, Ms. Pharr, and David Zaid, Director of Employee Relations a copy of the revised vacancy assignment manual for school sites.

Dale Culton, Certification Services Manager updated the Commissioners that the arrival of the new fingerprinting machine will take place after the start of the school year. Principals and secretaries will be returning to work Monday, August 22, 2016. Mr. Culton reported on current vacancies.

#### 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 ratify and approve the Consent Agenda items 1-17.

1. **RATIFY** job announcement bulletin for Administrator, K-16 Collaborations & District Programs
2. **RATIFY** job announcement bulletin for Benefits Administrator
3. **RATIFY** job announcement bulletin for Computer Support Technician
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
5. **RATIFY** job announcement bulletin for Maintenance Director
6. **RATIFY** job announcement bulletin for Nutrition Services Facilities & Equipment Manager
7. **RATIFY** job announcement bulletin for Sheet Metal Worker (Recruitment Extended)

8. **RATIFY** job announcement bulletin for Technology Field Operations Manager
9. **APPROVE** the certification of Administrative Secretary 16-0129-3339 eligibility list established August 12, 2016
10. **APPROVE** the certification of Facilities Project Manager – Planning 16-0114-5190 eligibility list established August 15, 2016
11. **APPROVE** the certification of Health Assistant 16-0126-5170 eligibility list established August 17, 2016
12. **APPROVE** the certification of Instructional Aide – Special Avalon 16-0132-0448 eligibility list established August 19, 2016
13. **APPROVE** the certification of Intermediate Office Assistant – Schools (Catalina Island) 16-0064-3354 eligibility list established March 23, 2016 (Revised)
14. **APPROVE** the certification of Nutrition Services Worker 16-0120-5068 eligibility list established August 2, 2016
15. **APPROVE** the certification of Parent Involvement Specialist – BL Spanish 16-0113-3278 eligibility list established July 26, 2016
16. **APPROVE** the certification of Purchasing Agent 16-0115-5128 eligibility list established August 2, 2016
17. **APPROVE** the certification of Research Office Technician 16-0109-0433 eligibility list established August 11, 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           Valeeta Pharr, CSEA Chapter 2 President, discussed her attendance at the Board Workshop and her concern regarding classified evaluations. Ms. Pharr also updated the Commission of the Weight Watchers program that is being offered to classified staff. Ms. Pharr concluded by congratulating Ms. Vaughan for the merit system training she conducted.

Commissioner Stacey V. Lewis thanked the Personnel Commission staff for all the back end work for summer assignments. Ms. Lewis inquired about the process of principal movement.

NEXT REGULAR  
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for September 1, 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 8:48 a.m. with the consent of the members.