

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

MINUTES

Regular Meeting

June 9, 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 9, 2016, at 8:20 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; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Angela Stenberg, Human Resources Technician; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Susan Follmuth, Human Resources Technician; Oralia Leyva, Human Resources Technician; Judith Lopez, Human Resources Technician; Rebecca Orozco, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; Lissa Kukahiko, Senior Administrative Secretary; Adriana Araujo, Staff Secretary; William Nelson, Custodian; and Asghar Tootla, Human Resources Assistant.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Carmen Flores, Migrant Education Recruiter; and Ignacio Flores, Grounds Equipment Operator I.

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 May 26, 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

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on items from the Board of Education meeting on June 6, 2016 including new administrative assignments at the school sites, the 2016-2017 LBUSD proposed budget, the 2016-2017 Facility Master Plan, and the Local Control and Accountability Plan.

Mr. Kato informed the Commission that the artwork hanging in the Personnel Commission office hallways was provided by Lakewood High School students. The artwork will be periodically rotated as new artwork is provided from other schools. Creating the rotating art gallery was the idea of Dale Culton, Certification Services Manager.

Mr. Kato announced the Classified Employee Celebration held on May 26, 2016 was a success and approximately 650 employees attended the event. Ninski Menchavez, a custodian from Tincher and Fernando Nieves, a custodian from MacArthur were announced as the Classified Employees of the Year.

Shristie Nair, Personnel Analyst, reported on recruitment activities and mentioned many recruitments are in progress and three recruitments are scheduled to open soon.

Dale Culton, Certification Services Manager, reported that Mary Cates, Human Resources Supervisor, and staff continue to work on summer school assignments.

Susan Leaming, Personnel Analyst, reported on the Child Care and Instructional Job Study. The study will be presented to the Commission on June 23, 2016.

CONSENT AGENDA

A motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-9.

1. **RATIFY** job announcement bulletin for Facilities Project Manager-Planning
2. **RATIFY** job announcement bulletin for Instructional Assistant-Parent Resources Center / Bilingual Spanish
3. **RATIFY** job announcement bulletin for Nutrition Services Projects and Equipment Production Manager
4. **RATIFY** job announcement bulletin for Nutrition Services Worker
5. **RATIFY** job announcement bulletin for Purchasing Agent - Revised

6. **RATIFY** job announcement bulletin for Risk Management Benefits Coordinator
7. **APPROVE** the certification of High School Equivalency Examiner - BL Spanish
8. **APPROVE** the certification of Instructional Assistant - Intensive Behavioral Treatment 16-0094-5035 eligibility list established June 06, 2016
9. **APPROVE** the certification of Instructional Assistant - Male Academy 16-0097-5199 eligibility list established June 01, 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

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 New Business item 1.

1. **APPROVE** the following:
 - Revise the classification specification and title for Administrator, Construction
 - Revise the classification specification and title for Administrator, Facilities, Development and Planning

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

Following discussion, Mr. Kato presented service year pins to the Commission employees that have served 10, 15, 20, and 25 years with the Long Beach Unified School District. The Personnel Commission recognizes one of its staff members annually as the Personnel Commission Employee of the Year. Mr. Kato gave accolades and announced the Personnel Commission Employee of the Year, Judith Lopez, Human Resources Technician.

2. **Announce** the Personnel Commission Employee of the Year

OTHER ITEMS

Ignacio Flores, Ground Equipment Operator I, requested clarification on the transfer process. Staff responded by explaining the transfer process to Mr. Flores.

Commissioner Ulaszewski reported the Most Inspiring Students celebration was a great event. Mr. Ulaszewski also thanked all employees who

participated in the success of the Classified Employee Celebration.

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 8:52 a.m. with the consent of the members.