

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

MINUTES
Regular Meeting

May 26, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, May 26, 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 Stacey V. Lewis.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Stacey Lewis
Linda Vaughan
Terence Ulaszewski

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; Susan Follmuth, Human Resources Technician; Rebecca Orozco, 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; Adrienne Rambo, CSEA Vice President – Unit A; Matt Woods, Executive Director of Information and Technology Systems; Brian Jackson, Administrator of Technology Support Services.

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 May 12, 2016.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reminded the Commission of the annual Classified Employee Celebration today, Thursday, May 26, 2016 and that the Classified Employee of the Year will be announced at noon.

Shristie Nair, Personnel Analyst reported on recruitment activities and mentioned 21 recruitments are in progress. Recruitment and Testing

Services staff have been meeting with subject matter experts regarding four pending recruitments scheduled to open soon.

Dale Culton, Certification Services Manager, reported 198 Instructional Aide-Special probationary employees have been hired this fiscal year.

Mary Cates, Human Resources Supervisor, reported that she and Judith Lopez, Human Resources Technician, attended the High School Office Supervisors meeting on May 25, 2016 and presented on the classified LTE (Limited Term Employees) evaluation form and review of classified VA's (Vacancy Assignment).

Susan Leaming, Personnel Analyst, gave an update on the Child Care and Instructional Job Study. Ms. Leaming reported she met with the Library Media Center Assistants, Library Media Assistants, CSEA, David Zaid from Employee Relations, and Dale Culton to discuss the impact of the consolidation of classifications on the employees, particularly in regards to seniority.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-12, except items 7 and 9. Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve items 7 and 9.

1. **RATIFY** job announcement bulletin for Food Production Utility Worker
2. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician
3. **RATIFY** job announcement bulletin for Nutrition Services Manager
4. **RATIFY** job announcement bulletin for School Safety/Security Specialist
5. **RATIFY** job announcement bulletin for Senior Food Production Utility Worker
6. **RATIFY** job announcement bulletin for Senior Systems Analyst
7. **APPROVE** the certification of Accounting Manager 16-0098-0346 eligibility list established May 27, 2016
8. **APPROVE** the certification of Instructional Aide-Special 16-0083-0448 eligibility list established May 13, 2016
9. **APPROVE** the certification of Job Developer 16-0087-0463 eligibility list established May 27, 2016
10. **APPROVE** the certification of Kids Club Supervisor I 16-0089-3268 eligibility list established May 20, 2016
11. **APPROVE** the certification of Kids Club Supervisor II

16-0088-3627 eligibility list established May 20, 2016

12. **APPROVE** the certification of Kids Club Supervisor III
16-0089-3268 eligibility list established May 20, 2016

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

OLD BUSINESS

NONE

NEW BUSINESS

Following discussion, a motion was made by Mr. Ulaszewski 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:
Create the classification of Technology Field Operations Manager
Allocate the classification of Technology Field Operations Manager to salary range 46 (M2).

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

Following discussion, the Commission elected Terence Ulaszewski to serve as Chairperson and Linda Vaughan as Vice-Chairperson. The motion carried with a unanimous vote of those present for New Business item 2.

2. Annual Election of Officers per P.C. Rule 2.6

Mr. Kato explained that the Classified Employee Celebration is an annual celebration in order to recognize the many contributions departmental and school site classified staff make towards student achievement. The celebration is coordinated by a committee of volunteers and financial support is through a variety of personal and private donations. Mr. Kato thanked everyone who contributed to the success of this event.

3. **DISCUSS** the Classified Employee Celebration

Mr. Kato explained that the Personnel Commission Employee of the Year will be announced in June. This recognition provides staff members the opportunity to receive recognition for their commitment to excellence and exemplary service. Each year, the recipient of the award will receive a plaque and his/her name added to the permanent Personnel Commission plaque displayed in the Commission Office.

4. **DISCUSS** the Personnel Commission Employee of the Year

OTHER ITEMS

Commissioner Linda Vaughan updated the Commission on her retirement from Lynwood Unified School District. Mr. Kato along with those present congratulated Ms. Vaughan for her 43 years of service with Lynwood Unified School District.

Commission Stacey Lewis announced the City of Long Beach will be hosting a variety of summer events including concerts in the park and movies at the beach. The event schedules are available through the city's website. In addition, Ms. Lewis thanked the Commission for giving her the opportunity to serve as the Commission Chair for the last two years.

Valeeta Pharr, CSEA Chapter 2 President, recognized the Personnel Commission for their collaborative efforts towards the Classified Employee Celebration event.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for June 9, 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 8:45 a.m. to discuss the Public Employee Performance Evaluation-Executive Officer, Personnel Commission and Classified Employment.

OPEN SESSION

The Personnel Commission returned to open session at 8:55 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:56 a.m. with the consent of the members.