

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

MINUTES

Regular Meeting

July 7, 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, July 7, 2016, at 8:15 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

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; David Zaid, Director of Employee Relations; and Marilyn Balmer, Personnel Analyst-Retired.

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 June 23, 2016.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on the Personnel Commission Administration Building summer cleaning schedule.

Mr. Kato reported on recruitment and testing activities. We currently have 32 active recruitments in preparation for Fall. He stated that 6 recruitments will be opening soon.

Susan Leaming, Personnel Analyst, updated the Commission on the Child

Care and Instructional Job Study. Notices have been distributed. Webpages have been updated. Ms. Leaming thanked Adriana Araujo, Judith Lopez, Dale Culton and Mary Cates for their hard work in helping out with the distribution and updating of the notices and webpages including inputting correct assignments into the payroll system.

Dale Culton, Certification Services Manager, updated the Commissioners on IA-Special positions. Mr. Culton also notified the Commissioners of the summer cleanup of files and records.

Mary Cates, Human Resources Supervisor provided the Commission an update on summer placements. Last day of summer school for all sites is July 29, 2016.

Valeeta Pharr, CSEA Chapter 2 President informed the Commission on summer school location site notifications.

## CONSENT AGENDA

Following discussion, 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 1-21.

1. **RATIFY** job announcement bulletin for Administrative Secretary
2. **RATIFY** job announcement bulletin for Custodian - Avalon
3. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
4. **RATIFY** job announcement bulletin for Facilities Project Manager Planning
5. **RATIFY** job announcement bulletin for Health Assistant
6. **RATIFY** job announcement bulletin for Instructional Aide - Special - Avalon
7. **RATIFY** job announcement bulletin for Laborer (Temporary Positions)
8. **RATIFY** job announcement bulletin for Nutrition Services Projects and Equipment Production Manager
9. **RATIFY** job announcement bulletin for Nutrition Services Worker - Avalon
10. **RATIFY** job announcement bulletin for Risk Management Benefits Coordinator
11. **RATIFY** job announcement bulletin for Sheet Metal Worker
12. **RATIFY** job announcement bulletin for Senior Health Assistant

13. **RATIFY** job announcement bulletin for Senior Office Assistant - Avalon
14. **RATIFY** job announcement bulletin for Senior Systems Analyst
15. **APPROVE** the certification of Food Production Utility Worker eligibility list 16-0106-0477 established July 8, 2016
16. **APPROVE** the certification of Intermediate Payroll Accounting Technician 16-0105-0756 eligibility list established June 30, 2016
17. **APPROVE** the certification of Nutrition Services Manager 16-0108-5061 eligibility list established July 5, 2016
18. **APPROVE** the certification of Senior Food Production Utility Worker 16-0107-0478 eligibility list established July 8, 2016
19. **APPROVE** the certification of Warehouse Manager 16-0104-0301 eligibility list established June 24, 2016
20. **APPROVE** the certification of Warehouse Manager 16-0104-0301 eligibility list established June 24, 2016
21. **APPROVE** the certification of Warehouse Supervisor 16-0103-0300 eligibility list established on June 27, 2016

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

OLD BUSINESS                      None

NEW BUSINESS                      Following discussion, a motion was made by Ms. Vaughan seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **APPROVE** the following:  
Adopt the revised class specification of Groundskeeper

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

Following discussion, a motion was made by Ms. Vaughan seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 2.

2. **APPROVE** the following:  
Create the classification of Administrator, K-16 Collaborations and District Programs

Allocate the Administrator, K-16 Collaborations and District Programs classification to salary range 48 (M2)

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

- OTHER ITEMS** Mr. Ulaszewski thanked David Zaid, Director of Employee Relations for his attendance at the meeting. Mr. Kato thanked Mr. Zaid and Ms. Pharr for keeping us updated regarding district classified employees.
- Valeeta Pharr, CSEA Chapter 2 President updated the commission on the collective bargaining unit, salary schedule and the CSEA President's calendar.
- Mr. Ulaszewski congratulated CSEA on their 90<sup>th</sup> Anniversary.
- NEXT REGULAR MEETING** The next Regular Meeting of the Personnel Commission is scheduled for July 21, 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 8:48 a.m. with the consent of the members.