

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

MINUTES

Regular Meeting

April 28, 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, April 28, 2016, at 8:19 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 V. Lewis  
Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Susan Follmuth, Human Resources Technician; Rebecca Orozco, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary; Asghar Tootla, Human Resources Assistant.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services and Valeeta Pharr, CSEA Chapter 2 President.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of April 14, 2016.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, updated the Commission of the Classified Employee Celebration on May 26, 2016. Mr. Kato reported on the new logo that will be used on all documentation in order to brand the event. District wide Classified Employee of the Year and Personnel Commission Employee of the Year nominations are currently being accepted. Mr. Kato introduced new employee, Asghar Tootla, Human Resources Assistant.

Maria Braunstein, Personnel Analyst reported on 17 current recruitments

and 11 upcoming recruitments. Ms. Braunstein notified the Commission of the continued efforts to work on recruitment strategies, especially for the Avalon sites.

Susan Leaming, Personnel Analyst, distributed the new salary schedules to the Commission and notified that it is now posted online. Printed copies will be issued after child care and instructional job study is completed. Ms. Leaming also reported that she released 260 preliminary drafts of employee descriptions to all child care instructional job family study employees. Ms. Leaming received 30 forms back with feedbacks and 18 forms stating no concerns with the job descriptions.

Dale Culton, Certification Services Manager, updated on Instructional Aide-Special interviews. Mr. Culton reported on 78 vacancy assignments (VA) staff is currently working on with sites.

Mary Cates, Human Resources Supervisor reported she and Judith Lopez attended the K-8 Supervisors Meeting on April 27, 2016. Ms. Cates informed the Commission of the VA LTE Evaluation Forms in which both positive and negative feedback should be provided. Ms. Cates reported on steps being taken when an employee receives 3 or more negative reviews. Ms. Cates will be presenting at the elementary supervisors meeting on May 8, 2016.

#### CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 2-12; 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 item 1.

1. **RATIFY** job announcement bulletin for Accounting Manager
2. **RATIFY** job announcement bulletin for ASB Financial Technician
3. **RATIFY** job announcement bulletin for High School Equivalency Examiner-Bilingual Spanish
4. **RATIFY** job announcement bulletin for Instructional Assistant-Intensive Behavioral Treatment
5. **RATIFY** job announcement bulletin for Instructional Assistant-Male Academy
6. **RATIFY** job announcement for Purchasing and Contracts Director
7. **APPROVE** the certification of Campus Security Officer 16-0050-5011 eligibility list established April 19, 2016
8. **APPROVE** the certification of Campus Security Officer 16-0069-5011 eligibility list established April 26, 2016
9. **APPROVE** the certification of Instructional Aide - Special eligibility list established April 19, 2016
10. **APPROVE** the certification of Nutrition Services Supervisor I

16-0077-5064 eligibility list established April 19, 2016

11. **APPROVE** the certification of Nutrition Services Supervisor II  
16-0078-5065 eligibility list established April 19, 2016
12. **APPROVE** the certification of Nutrition Services Supervisor III  
16-0079-5066 eligibility list established April 19, 2016

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

**OLD BUSINESS**

After 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** option 1 for the new recruitment bulletin format.

**NEW BUSINESS**

Kenneth Kato reviewed the annual Personnel Commission's budget. Mr. Kato noted that the recommended budget for the 2016-2017 fiscal year reflected an increase due to staff increase, the 5% salary increase, the upgrading and maintaining of equipment and implementation of a new online live testing system called OPAC.

Ms. Lewis asked if there were any additional questions or comments from the floor regarding the proposed budget. Valeeta Pharr, CSEA Chapter 2 President, thanked staff for all their hard work.

It was moved by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried unanimously to **APPROVE** the 2016-2017 Personnel Commission budget.

1. **REVIEW** and **APPROVE** Personnel Commission Budget for 2016-2017

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

After 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** the meeting dates for Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

**2016**

July 7  
July 21

August 4  
August 18

September 1  
September 15  
September 29

**2017**

January 5  
January 19

February 2  
February 16

March 2  
March 16  
March 30

October 13	April 13
October 27	April 27
November 10	May 11
	May 25
December 8	
December 22	June 8
	June 22

The regular biweekly meeting of the Personnel Commission on November 24, 2016 is scheduled on a designated holiday. The Commission may elect to hold this meeting on an alternate date.

2. **APPROVE** Meeting Dates for Personnel Commission 2016 – 2017

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	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 3.

3. **APPROVE** the following:

- Create the classification of Educare Family Support Specialist
- Create the classification of Educare Family Support Specialist – BL Spanish
- Create the classification of Instructional Aide – Educare
- Create the classification of Instructional Aide – Educare BL Spanish
- Create the classification of Instructional Aide – Educare BL Khmer
- Allocate the classifications of Educare Family Support Specialist and Educare Family Support Specialist – BL Spanish to salary range 27 C1
- Allocate the classifications of Instructional Aide – Educare BL Spanish and BL Khmer to salary range 10 C1

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	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 4.

4. **APPROVE** the following:

- Adopt new classification specification for Nutrition Services Payroll Technician
- Allocate the classification to salary range 22 C1
- Reclassify the incumbent from: Intermediate Accounting Assistant to Nutrition Services Payroll Technician

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

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 5.

5. **APPROVE** the following:  
Revise the classification specification for Campus Security Officer  
Revise the classification specification for School Safety Communications Operator

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

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 6.

6. **APPROVE** the following:  
Revise the classification specification for Nutrition Services Projects and Equipment Production Manager

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

The Commission moved item 7 of New Business to Closed Session.

7. **APPROVE** the recommendation to remove from eligibility list ID 25495800

#### OTHER ITEMS

Commissioner Lewis reported her participation as a moderator at Congressman Alan Lowenthal's Empower Youth for middle school children.

Valeeta Pharr, CSEA Chapter 2 President, recognized Karen Moore for her years of service as a bus driver and as a CSEA negotiator.

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for May 12, 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 9:22 a.m. to discuss New Business item 7.

#### OPEN SESSION

The Personnel Commission returned to open session at 9:25 a.m. The following reportable actions were taken:

1. The Commission acted to sustain staff's recommendation to remove candidate 25495800 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but will allow the candidate to reapply after April 2021.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:29 a.m. with the consent of the members.