

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

MINUTES

Regular Meeting

October 13, 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, October 13, 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 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; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; Susan Follmuth, Human Resources Technician; Ariel Matthews, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; David Zaid, Director of Employee Relations and Community Engagement; d'Ann Madore, CSEA Labor Relations Representative.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of September 29, 2016.

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

Commissioner Vaughan arrived at 8:23 a.m.

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, explained the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The report's function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year. Mr.

Kato informed the Commissioners that the report will be presented at the next meeting for review and approval.

Mr. Kato updated the Commission of the District move from The Novell Groupwise email system to Microsoft Outlook. Mr. Kato reported that Personnel Commission staff have attended Microsoft Office training provided by the District. Mr. Kato then introduced Ariel Matthews as the new Human Resources Technician in the Recruitment and Testing Unit.

Maria Braunstein, Personnel Analyst, welcomed Ariel Matthews, Human Resources Technician, to the Recruitment and Testing unit. Ms. Braunstein informed the Commission that Ms. Matthews will be handling the recruitment to certification cycle for Nutrition Services positions.

Mary Cates, Human Resources Supervisor, informed the Commission of the summer school applications project. Ms. Cates, Mr. Culton and staff continue to work with Information Services to provide summer school applications online through the District portal. Applicants will have the option to fill out their application online through the portal or download a hard copy. The projected date to have the application online is January 23, 2017.

Ms. Cates notified the Commission of her monthly focus group meetings with the payroll department. Ms. Cates reported that a pilot program has been implemented for the new online hourly payroll system. Ms. Cates explained that all school sites and District offices will be utilizing the online hourly payroll system by this December.

Mr. Kato concluded by thanking Darlene Martin, Director of Nutrition Services, for collaborating with the Commission to fill their vacant Human Resources Technician position.

## CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-15, 17; Items 16 and 18 were pulled for further discussion.

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Building Maintenance Worker
3. **RATIFY** job announcement bulletin for Building Maintenance Worker-Driver
4. **RATIFY** job announcement bulletin for Instructional Aide-Special
5. **RATIFY** job announcement bulletin for Kids' Club Assistant
6. **RATIFY** job announcement bulletin for Purchasing Assistant
7. **APPROVE** the certification of Computer Support Technician 17-0009-5108 eligibility list established October 05, 2016

8. **APPROVE** the certification of Custodian 17-0001-0139 eligibility list established October 07, 2016
9. **APPROVE** the certification of Custodian-Avalon 17-0020-0139 eligibility list established October 06, 2016
10. **APPROVE** the certification of Electronics Technician (Substitutes Only) 17-0005-0110 eligibility list established October 06, 2016
11. **APPROVE** the certification of Grounds Equipment Operator I-Avalon 17-0019-0175 eligibility list established October 06, 2016
12. **APPROVE** the certification of Instructional Aide-Special 17-0017-0448 eligibility list established October 06, 2016
13. **APPROVE** the certification of Nutrition Services Worker-Avalon 17-0021-5068 eligibility list established October 06, 2016
14. **APPROVE** the certification of Senior Office Assistant Schools-Avalon 17-0018-3363 eligibility list established October 06, 2016
15. **APPROVE** the certification of Senior Systems Analyst 16-0111-5120 eligibility list established October 06, 2016
17. **APPROVE** the certification of Senior Payroll Accounting Technician 17-0016-0762 eligibility list established October 10, 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		

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 16 and 18.

16. **APPROVE** the certification of School Safety Officer 16-0110-5014 eligibility list established October 06, 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		

18. **APPROVE** the certification of Technology Field Operations Manager 17-0010-5209 eligibility list established October 14, 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	Commissioner Lewis notified the Commission that today is Sport's Day at the Port. Commissioner Lewis explained that her shirt represented her son's youth baseball team.
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for October 27, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.
CLOSED SESSION	None.
OPEN SESSION	None.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:34 a.m. with the consent of the members.