

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

MINUTES
Regular Meeting

February 4, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, February 4, 2016, at 8:18 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 Linda Vaughan .

ROLL

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

Present: Linda Vaughan
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Angela Stenberg, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; Judith Lopez, Human Resources Technician; Susan Follmuth, Human Resources Technician; and Rebecca Orozco, Human Resources Technician.

GUESTS

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

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 January 21, 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 management staff attended a one day leadership retreat with Human Resource Services. The hope is that collaborative training will continue between the two departments.

Mr. Kato also reported, he will be presenting a session on the Brown Act and parliamentary procedures at the Merit Academy on February 6, 2016.

Maria Braunstein, Personnel Analyst, reported the Recruitment and Testing staff is currently working on 30 recruitments in various stages of the process. Additionally, staff is working on opening an additional 18 recruitments.

Susan Leaming, Personnel Analyst, reported registrations from Classified employees are currently being accepted for 2 sessions of CPR training to be held on March 4, 2016.

Dale Culton, Certification Services Manager, reported 36 probationary assignments were approved at the last Board of Education meeting. Mr. Culton also mentioned the monthly Instructional Aide – Special group hiring would take place on February 11, 2016.

Mary Cates, Human Resources Supervisor, reported Extended School Year (ESY)/Summer applications were sent to school sites last week and the applications can also be found on the District and Personnel Commission website. The deadline for submitting ESY/Summer applications is March 18, 2016. Ms. Cates also mentioned she will be attending a meeting with Human Resource Services regarding the AESOP substitute system updates and how they may affect LBUSD users.

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 1-10.

1. **RATIFY** job announcement bulletin for Building Maintenance Worker
2. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant
3. **RATIFY** job announcement bulletin for Senior Accounting Assistant
4. **RATIFY** job announcement bulletin for Staff Secretary and Staff Secretary – Bilingual (Spanish)
5. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker and Intermediate Nutrition Services Worker
6. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I, II and III
7. **RATIFY** job announcement bulletin for Administrator, K-16 Collaborations & External Programs
8. **APPROVE** the certification of Production Specialist/Editor 16-0045-5155 eligibility list established January 26, 2016
9. **APPROVE** the certification of Multimedia Technology Supervisor 16-0051-51 eligibility list established January 28, 2016
10. **APPROVE** the certification of Middle School Office Supervisor 16-0047-3357 eligibility list established February 1, 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 Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **APPROVED** the abolishment of the following classifications:
 Nutrition Services Supervisor – Remote Site
 Cook – Remote Site

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

2. **APPROVED** the revision of the following:
 Nutrition Services Director
 Nutrition Services Assistant Director
 Administrative Dietitian
 Nutrition Services Manager
 Production Center Manager
 Nutrition Services Operations Coordinator
 Child Nutrition Specialist
 Nutrition Services Operations and Training Specialist
 Production Center Supervisor
 Nutrition Services Supervisor III
 Nutrition Services Supervisor II
 Nutrition Services Supervisor I
 Senior Nutrition Services Worker
 Intermediate Nutrition Services Worker
 Nutrition Services Worker

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for February 18, 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 8:34 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:14 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:15 a.m. with the consent of the members present.