

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

MINUTES
Regular Meeting

February 18, 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, February 18, 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 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 J. Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; 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; Anne Follett, Human Resources Technician; and Susan Brister, Human Resources Technician.

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. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of February 4, 2016.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that she has been attending the Merit Academy and congratulated Kenneth Kato, Executive Officer, on his presentation on the Brown Act and parliamentary procedures.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported to the Commission that he was looking forward to the California School Personnel Commissioners Association (CSPCA) annual conference being held on February 25–28, 2016. He informed the Commission that some Personnel Commission staff members will be attending on Thursday, February 25, 2016 but the offices will remain open.

Shristie Nair, Personnel Analyst, reported the Recruitment and Testing staff is currently working on 20 recruitments in various stages of the process. Additionally, staff is working on opening an additional 15-18 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. Ms. Leaming updated the Commission on the Child Care and Instructional job family study and finalizing job descriptions and updating the related allocation lists.

Dale Culton, Certification Services Manager, reported that Judith Lopez, Human Resources Technician, will be training new Secretaries on the usage of the AESOP Substitute System. He also reported Angela Stenberg, Human Resources Technician, successfully scheduled final interviews for 29 Instructional Aide-Special applicants on Thursday, February 11, 2016 of which 26 applicants were offered and accepted positions.

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 1-4.

1. **RATIFY** job announcement bulletin for Grounds Services Manager
2. **RATIFY** job announcement bulletin for HVAC Technician
3. **APPROVE** the certification of Instructional Aide - Special 16-0062-0448 eligibility list established February 10, 2016
4. **APPROVE** the certification of School Safety Communications Operator 16-0051-5154 eligibility list established January 28, 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

None

NEW BUSINESS

The Commission moved items 1 through 5 of New Business to Closed Session.

1. **APPROVE** the recommendation to remove from eligibility list ID 4121499
2. **APPROVE** the recommendation to remove from eligibility list ID 20779558
3. **APPROVE** the recommendation to remove from eligibility list ID 19261220
4. **APPROVE** the recommendation to remove from eligibility list ID 21553016
5. **APPROVE** the recommendation to remove from eligibility list ID 18685466

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, made an inquiry regarding Custodians being reassigned at school sites and the training and procedures provided to them. She also mentioned that all employees should be present at the opening and closing of school sites to be aware of the procedures and protocols being followed at their respective sites. Ms. Pharr concluded with stating that she along with the District's support would like to make the attempt to provide all Classified employees with in-service training opportunities.

Commissioner Stacey Lewis reported the Port of Long Beach Summer High School Internship Program 2016 is collecting applications due by March 2, 2016. Ms. Lewis reported that the program is open to all interested high school students currently in grades 10 through 12 within Long Beach Unified School District. Ms. Lewis also shared her thoughts on renewed efforts in simplifying and streamlining the recruitment process for applicants and attracting millennials to apply to the District.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for March 3, 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 8:48 a.m. to discuss New Business items 1 through 5.

OPEN SESSION

The Personnel Commission returned to open session at 9:40 a.m. The following reportable actions were taken:

1. The Commission acted to sustain staff's recommendation to remove candidate 4121499 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of exam. They instructed the Executive Officer to notify the applicant of the decision.
2. The Commission acted to sustain staff's recommendation to remove candidate 20779558 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of exam. They instructed the Executive Officer to notify the applicant of the decision.
3. The Commission acted to sustain staff's recommendation to remove candidate 19261220 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after January 2019. They instructed the Executive Officer to notify the applicant of the decision.

4. The Commission acted to sustain staff's recommendation to remove candidate 21553016 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of exam. They instructed the Executive Officer to notify the applicant of the decision.

5. The Commission acted to sustain staff's recommendation to remove candidate 18685466 from current eligibility list and determined that this would be a permanent bar from future employment with the District in that classification, but not other classifications within the District. They instructed the Executive Officer to notify the applicant of the decision.

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

ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:43 a.m. with the consent of the members.