

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

MINUTES
Regular Meeting

March 3, 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, March 3, 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 Stacey V. Lewis.

ROLL

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

Present: Stacey V. Lewis
Terence Ulaszewski

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; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; Judith Lopez, Human Resources Technician; Anne Follett, Human Resources Technician; and Silaue Taeleifi, Human Resources Technician.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of February 18, 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

None

REPORT FROM EXECUTIVE OFFICER

Commissioner Linda Vaughn was in attendance at 8:20 a.m.

Kenneth Kato, Executive Officer, announced the Classified Employee Celebration is scheduled for Thursday, May 26, 2016. He also reported on the California School Personnel Commissioners Association (CSPCA) annual conference which was held February 25–28, 2016 which was very successful with approximately 250 people in attendance.

Shristie Nair, Personnel Analyst, reported the Recruitment and Testing staff is currently working on 25 recruitments in various stages of the process.

Susan Leaming, Personnel Analyst, reported 120 Classified employees will be attending the CPR training to be held on March 4, 2016.

Dale Culton, Certification Services Manager, reported Certification and Human Resources Services are going to be meeting with vendors for new fingerprinting machines.

Mary Cates, Human Resources Supervisor, reported Mr. Culton and she attended a clerical staff training where they presented on the proper way to submit vacancy assignments using LYNX. Ms. Cates updated the Commission on Extended School Year (ESY)/Summer applications. The deadline for submitting ESY/Summer applications is March 18, 2016 and so far there have been 533 applications submitted.

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 1-5.

1. **RATIFY** job announcement bulletin for Nutrition Services Worker (Avalon)
2. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II (Avalon)
3. **APPROVE** the certification of Grounds Equipment Operator I 16-0048-0175 eligibility list established February 24, 2016
4. **APPROVE** the certification of Instructional Warehouse Assistant 16-0061-3353 eligibility list established March 3, 2016
5. **APPROVE** the certification of School Data Technician 16-0063-3360 eligibility list established March 7, 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 2 of New Business to Closed Session.

1. **APPROVE** the recommendation to remove from eligibility list ID 23363303
2. **APPROVE** the recommendation to remove from eligibility list ID 10435389

OTHER ITEMS

Commissioner Linda Vaughan gave her compliments to the CSPCA annual conference as one of the best she has attended, seconded by Commissioner Ulaszewski.

Commissioner Terence Ulaszewski complimented Mr. Kato and the staff who attended the CSPCA annual conference for representing the District well. Commissioner Ulaszewski noted for the record that, although Commissioner Vaughan and he attended this CSPCA annual conference, no District business was discussed and no decisions or actions were taken.

Commissioner Stacey Lewis reported the Port of Long Beach Summer High School Internship Program is now closed. Commissioner Lewis announced other internship opportunities with the City of Long Beach for individuals within the age range of 17 – 25 years. Commissioner Lewis also congratulated Mr. Kato for being accepted into the prestigious Executive Leadership training program.

Valeeta Pharr, CSEA Chapter 2 President, reported that CSEA is now accepting membership applications online on the CSEA website.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for March 17, 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 8:32 a.m. to discuss New Business items 1 through 2.

OPEN SESSION

The Personnel Commission returned to open session at 9:17 a.m. The following reportable actions were taken:

1. The Commission acted to sustain staff's recommendation to remove candidate 23363303 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 October 7, 2017. They instructed the Executive Officer to notify the applicant of the decision.
2. The Commission acted to sustain staff's recommendation to remove candidate 10435389 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 June 2017. 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		
Linda Vaughan	X		

ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:20 a.m. with the consent of the members.