

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

MINUTES  
Regular Meeting

April 14, 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 14, 2016, at 8:16 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  
Absent:            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; Adriana Araujo, Staff Secretary; Susan Brister, Human Resources Technician; Susan Follmuth, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Tom Hickman, Chief of School Safety and Emergency Preparedness; Valeeta Pharr, CSEA Chapter 2 President; and Matt Woods, Executive Director of Information and Technology Systems.

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 March 31, 2016.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, updated the Commission of the Leadership Long Beach program he is attending. The program is called the Executive Leadership Series. Mr. Kato will be attending the program through May 2016.

Mr. Kato provided copies to guests and Commissioners of an article written by Chris Ungar, President of the California School Boards Association, regarding classified employees and the Personnel Commissions in California.

Susan Leaming, Personnel Analyst, updated the Commission on the progress of the Childcare and Instructional job family study. The preliminary class descriptions have been distributed and employees have been asked to provide feedback by April 22, 2016. Ms. Leaming also provided an update of the ongoing Personnel Commission technology upgrade project.

Maria Braunstein, Personnel Analyst reported that there are 24 open recruitments, and they are working with subject matter experts for feedback and to establish competencies.

Mary Cates, Human Resources Supervisor reported that March 18, 2016 was the deadline for summer school applications. 897 summer school applications were received and 307 of the 897 applications were incomplete. Notices via email and mail have been sent to the individuals who have submitted incomplete applications.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-7.

1. **RATIFY** job announcement bulletin for Staffing Analyst – Human Resources
2. **RATIFY** job announcement bulletin for Student Evaluation Technician
3. **APPROVE** the certification of Administrator K-16, Collaborations & External Programs 16-0067-3338 eligibility list established April 11, 2016
4. **APPROVE** the certification of Grounds Service Manager 16-0081-5156 eligibility list established April 5, 2016
5. **APPROVE** the certification of Staff Secretary 16-0070-3364 eligibility list established April 14, 2016
6. **APPROVE** the certification of Staff Secretary-Bilingual 16-0071-5085 eligibility list established April 14, 2016
7. **APPROVE** the certification of HVAC Technician 16-0082-5103 eligibility list established April 18, 2016

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

OLD BUSINESS

None

NEW BUSINESS

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 1. The Public Hearing date for the proposed Personnel Commission Budget for 2016-2017 is scheduled for April 28, 2016. The hearing will be held at 4400 Ladoga Avenue, Lakewood, CA.

- 1. **DISCUSS** a Public Hearing Date for proposed Personnel Commission Budget for 2016-2017

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

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 2.

- 2. **APPROVE** the following:  
Create the classification of District Security Officer  
Allocate the classification of District Security Officer to salary range 24 (C1)  
Designate the classification of District Security Officer as a police class in accordance with California Education Code 45301

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

OTHER ITEMS

Mr. Kato stated there was an inquiry regarding our computer systems in terms of information not being updated when an employee's title is changed. Matt Woods, Executive Director of Information and Technology Systems, informed the Commission that the Cloud initiative will begin in September 2016 and that they are working to automate manual forms.

Valeeta Pharr, CSEA Chapter 2 President, requested clarification on the next steps in hiring District Security Officers. Staff responded that they will work with the department and open the recruitment as soon as possible.

Ms. Lewis expressed her gratitude and thanked the guests from the different departments for their attendance and responsiveness to questions.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for April 28, 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.

OPEN SESSION

The Personnel Commission returned to open session at 9:04 a.m. No reportable actions were taken.

ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:05 a.m. with the consent of the members.