

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

MINUTES

Regular Meeting

January 21, 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, January 21, 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

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Angela Stenberg, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; Anne Follett, 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; Dan Ewaskey, CSEA Vice President – Unit B; and Juan Garcia, CSEA Chief Job Steward.

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 January 7, 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, informed the Commission that the District has been conducting workshops and trainings in the Personnel Commission computer lab. Mr. Kato reported that Chief Thomas Hickman provided the staff with an Active Shooter Training on Wednesday, January 13, 2016. Mr. Kato also informed the Commission of the LYNX Vacancy Assignment training provided to selected staff members on Friday, January 15, 2016. Mr. Kato

expressed gratitude towards Kaopoo Chao, Fiscal Services Analyst, for reviewing and advising the Commission on their budget. Mr. Kato concluded with informing the Commission that all Commissioners and the Executive Officer are registered for the California School Personnel Commissioners Association (CSPCA) annual conference being held on February 25–28, 2016.

Mary Cates, Human Resources Supervisor, updated the Commission on the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprinting services conducted by the Commission. Ms. Cates informed the Commission that all school sites and departments have received their Classified employee's evaluation list. Ms. Cates concluded with informing the Commission that Dale Culton, Judith Lopez and she attended the K-8, Middle, and High School Office Supervisor meeting held Wednesday, January 20, 2016 where they presented on the usage of the AESOP Substitute System and submitting vacancy assignments through LYNX.

Maria Braunstein, Personnel Analyst, introduced Rebecca Orozco as the new Human Resources Technician in the Recruitment and Testing unit.

Commissioner Linda Vaughn was in attendance at 8:26 a.m.

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 1-5.

1. **RATIFY** job announcement bulletin for School Data Technician
2. **APPROVE** the certification of Instructional Aide – Special 16-0032-0448 eligibility list established December 9, 2015
3. **APPROVE** the certification of Instructional Aide – Special 16-0052-0448 eligibility list established January 6, 2016
4. **APPROVE** the certification of Program Supervisor – Special Projects 16-0037-5056 eligibility list established January 14, 2016
5. **APPROVE** the certification of Site Specialist – Special Projects 16-0038-5055 eligibility list established January 14, 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

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. **APPROVE** the revisions, creation and allocation of the following:
Revise the classification specification and title for High School Equivalency Examiner
Create the classification of High School Equivalency Examiner – BL Spanish

Allocate the classification of High School Equivalency Examiner – BL Spanish to salary range 25 C1

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

OTHER ITEMS

Commissioner Terence Ulaszewski reported that he attended the Board of Education meeting on Tuesday, January 19, 2016, and he was impressed with the presentation provided by the new Student Board Member from Sato Academy of Mathematics and Science.

Commissioner Linda Vaughan updated the Commission on her attendance at Vista Unified School District on Friday, January 15, 2016, where she provided professional development training on the Merit System.

Commissioner Stacey Lewis announced the Port of Long Beach Summer High School Internship Program 2016 and invited interested students and parents to the open house being hosted on February 11, 2016 at 6:30 p.m.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for February 4, 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 8:40 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:00 a.m. No reportable actions were taken.

ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:01 a.m. with the consent of the members.