

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

MINUTES

Regular Meeting

September 13, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Vice-Chairperson, on Thursday, September 13, 2018 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 Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski
Sheryl Bender

Absent: Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; 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 Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of August 30, 2018.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that the Personnel Commissions Association of Southern California (PCASC) is hosting an event presented by Candace Bandoian, Esq., "Following the Janus Decision" on November 2, 2018. Mr. Kato disclosed he is currently on the PCASC Board.

Mr. Kato announced that Lissa Kukahiko, Senior Administrative Secretary, accepted a position with Millikan High School. Mr. Kato extended his appreciation for Ms. Kukahiko's work during her time at the Personnel Commission.

Mr. Kato notified the Commission, Oralia Leonor, Human Resources Technician, has accepted a position with Oxnard Unified School District. Ms. Leonor's last day was yesterday.

Mr. Kato announced he received confirmation from the State Superintendent's Office of Commissioner Sheryl Bender's appointment. Mr. Kato concluded by congratulating Ms. Bender.

Dale Culton, Certification Services Manager, updated the Commission on current vacancies. Mr. Culton thanked staff for their processing efforts to assure employee information and start of the school year employee transfers are properly reflected in the online system so employees will be paid appropriately.

Mary Cates, Human Resources Supervisor, reported that staff has been busy with ongoing Vacancy Assignment (VA) processing efforts to assure employee information is accurate online so employees will be paid correctly.

Mr. Kato informed the Commission that Recruitment and Testing staff is currently working on the Human Resource Assistant and Human Resource Technician recruitments among various recruitments. Mr. Kato reported on attending a job fair through Pacific Gateway at Long Beach City College with Marilyn Balmer, retired Personnel Analyst. The job fair had approximately 65 agencies participating with over 1,000 attendees.

CONSENT AGENDA

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1 and 2.

1. **APPROVE** the certification of Custodian (REVISED) 18-0106-0139 eligibility list established August 31, 2018
2. **APPROVE** the certification of Senior Purchasing Assistant 19-0003-5133 eligibility list established September 13, 2018

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		

OLD BUSINESS

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve item 1 of Old Business.

1. **APPROVE** the certification of Warehouse Materials Processor 18-0115-0712 eligibility list established September 6, 2018

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		

NEW BUSINESS

1. **APPROVE** the extension of eligibility list of Senior Accounting Assistant 18-0019-0760 established September 27, 2017

Following a clerical correction on the report, a motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business Item 1.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		

2. **APPROVE** the following:
Reestablish the classification of Instructional Assistant-Parent Resource Center/BL
Reclassify incumbent Yolanda Huerta, to the classification of Instructional Assistant-Parent Resource Center/BL

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

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		

The Commission moved New Business item 3 to Closed Session.

3. **APPROVE** the recommendation to remove from eligibility list ID 33718341

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, thanked the Commission for reclassifying Yolanda Huerta to Instructional Assistant-Parent Resource Center.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 27, 2018 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 8:37 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:54 a.m. The following actions were taken:

3. A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 33718341.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:56 a.m. with the consent of the members.