

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

MINUTES

Regular Meeting

December 20, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, December 20, 2018 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 Linda Vaughan.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resource Technician; Ann Follett, Human Resource Technician; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Ann Culton, Human Resource Services Administrative Coordinator; Valeeta Pharr, CSEA Chapter 2 President; James Kruse, CSEA Vice President-Unit A.

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 December 6, 2018.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that this week he met with Mr. Mark Chavez who will be joining Long Beach Unified in January as the new Nutrition Services Director.

Mr. Kato reported that the processing of Recreation Aides as classified employees has begun and staff has been extremely busy, having already processed over 300 individuals. In recent weeks, Recruitment and Testing has been running multiple testing sessions for the Recreation Aide and Child Care Worker classifications. Mr. Kato also reported that Recruitment and Testing has approximately 30 recruitments open or in various stages of testing.

Dale Culton, Certification Services Manager, explained that due to the large numbers of employees needing to be processed, the schools have been divided into four quadrants and staff are inviting sites by quadrant to send aides to process on specific days. Mr. Culton mentioned that even with scheduling sites on specific days, at times aides are lined up in the hallway waiting to process. Mr. Culton extended his thanks to the two temporary staff members, Blanca Martinez and Sharon Onorati, who are assisting with the efforts to process Recreation Aides. Mr. Kato thanked Commission staff member Andrea Armas, Human Resources Assistant, who is temporarily assigned to the Recreation Aide desk for all of her hard work.

Susan Learning, Personnel Analyst, notified the Commission that the Instructional Aide-Special job study was assigned a new team of consultants to work on the project by the consulting firm. She, Mr. Kato, and Wendy Rosenquist, Special Education Administrative Assistant, met with the new team of consultants this week. Ms. Learning mentioned that so far 36 employees have volunteered to participate in a focus group.

Ms. Learning also informed the Commission that there are two (2) sessions of CPR/First Aid scheduled for February 1, 2019 and registrations are coming in.

CONSENT AGENDA

After discussion, a motion was made by Mr. Ulaszewski and seconded by Ms. Bender, and the motion carried to ratify and approve the Consent Agenda items 1-16.

1. **RATIFY** job announcement bulletin for Recreation Aide - WRAP Expanded Learning
2. **RATIFY** job announcement bulletin for Recreation Leader - WRAP Expanded Learning
3. **RATIFY** job announcement bulletin for Groundskeeper
4. **RATIFY** job announcement bulletin for School Safety Officer
5. **RATIFY** job announcement bulletin for Grounds Crew Supervisor
6. **RATIFY** job announcement bulletin for Nutrition Services Worker-Avalon
7. **RATIFY** job announcement bulletin for Recreation Aide-Avalon
8. **RATIFY** job announcement bulletin for Custodian-Avalon

9. **RATIFY** job announcement bulletin for Instructional Aide-Special-Avalon
10. **RATIFY** job announcement bulletin for Assistant Director – Fiscal Services
11. **RATIFY** job announcement bulletin for Senior Administrative Secretary
12. **APPROVE** the certification of Associate Research Data Analyst-eligibility list 19-0042-5251 established November 30, 2018
13. **APPROVE** the certification of Instructional Aide-Special eligibility list 19-00155-0048 established December 6, 2018
14. **APPROVE** the certification of Senior Health Assistant eligibility list 19-0034-5174 established December 4, 2018
15. **APPROVE** the certification of Health Assistant eligibility list 19-0033-5179 established December 4, 2018
16. **APPROVE** the certification of Senior ASB Financial Technician eligibility list 19-0041-0761 established December 12, 2018

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

OLD BUSINESS

None

NEW BUSINESS

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

1. **DISCUSS AND APPROVE** cancellation of the January 3, 2019 regular meeting of the Personnel Commission.

| <u>Roll-Call Vote</u> | <u>Ayes</u> | <u>Noes</u> | <u>Abstained</u> |
|-----------------------|-------------|-------------|------------------|
| Sheryl Bender | X | | |
| Terrence Ulaszewski | X | | |
| Linda Vaughan | X | | |

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

2. **APPROVE** the following actions with a January 1, 2019 effective date:
 1. Create the classification of Recreation Aide

2. Allocate the Recreation Aide classification to salary range 116 (NR)
3. Create the classification of Recreation Leader
4. Allocate the Recreation Leader classification to salary range 132 (NR)
5. Create the classification of Recreation Aide – Kids' Club
6. Allocate the Recreation Aide – Kids' Club to salary range 117 (NR)
7. Create the classification of Recreation Aide – WRAP Expanded Learning
8. Allocate the classification of Recreation Aide – WRAP Expanded Learning to salary range 117 (NR)
9. Create the classification of Recreation Leader – WRAP Expanded Learning
10. Allocate the classification of Recreation Leader – WRAP Expanded Learning to salary range 130 (NR)
11. Create the classification of Child Care Worker
12. Allocate the classification of Child Care Worker to salary range 104 (NR)

| <u>Roll-Call Vote</u> | <u>Ayes</u> | <u>Noes</u> | <u>Abstained</u> |
|-----------------------|-------------|-------------|------------------|
| Sheryl Bender | X | | |
| Terrence Ulaszewski | X | | |
| Linda Vaughan | X | | |

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, invited the Commissioners and Mr. Kato to be the guests of CSEA Chapter 2 at the 2019 Officer Installation Breakfast for CSEA Area G, on January 12, 2019.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 17, 2019 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 8:43 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:20 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:21 a.m. with the consent of the members.