

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

MINUTES

Regular Meeting

September 27, 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, September 27, 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 Linda Vaughan.

ROLL

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

Present: Terence Ulaszewski
Sheryl Bender
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Maria Braunstein, Personnel Analyst; Anne Follett, Human Resources Technician; Connie Ballew, Senior Administrative Secretary; and Susan Brister, Human Resources Technician.

GUESTS

James Kruse, CSEA Vice President-Unit A; and Chester Davidson, CSEA Chapter 2 Vice-President-Unit B.

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 September 27, 2018.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Mr. Kato announced that Connie Ballew, retired Middle School Office Supervisor, will be filling in for the vacancy of Senior Administrative Secretary until a replacement is hired.

Kenneth Kato, Executive Officer, informed the Commission about Assembly Bill 2160 which provides that Recreation Leaders and Recreation Aides shall be permanent members of the classified service effective January 1, 2019. Mr. Kato is meeting with District officials to prepare for this change.

Maria Braunstein, Personnel Analyst, provided an update on the exams that Recruitment and Testing are working on. She is also providing displacement services to employees that have received notification that their positions are being reduced or abolished.

Dale Culton, Certification Services Manager, updated the Commission on the status of Instructional Aide-Special vacancies.

Mary Cates, Human Resources Supervisor, reported that staff continues ongoing Vacancy Assignment (VA) processing efforts to assure employee information is accurate online so employees will be paid correctly. Ms. Cates explained that the classified substitute desk has been busy meeting the needs of schools at the start of the year.

Susan Leaming, Personnel Analyst, reported that two sessions of CPR/First Aid are scheduled for October 12, 2018.

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. **RATIFY** job announcement bulletin for Library/Media Assistant
2. **APPROVE** the certification of Human Resources Assistant 19-0016-3350 eligibility list established September 24, 2018
3. **APPROVE** the certification of Human Resources Technician 19-0017-3361 eligibility list established September 24, 2018
4. **APPROVE** the certification of Nutrition Services Director 19-0010-5060 eligibility list established September 21, 2018

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

OLD BUSINESS

None

NEW BUSINESS

DISCUSS the following:

1. Revision to the Rules and Regulations of the Classified Service Chapter 1 (First Reading).

New Business Item 1 was discussed and will be brought forward for a second reading and approval at the next regular meeting.

2. **APPROVE** the request for Hearing in Disciplinary Matter Employee E00594748.

Following correction of a clerical error, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried to approved New Business item 2.

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 11, 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 8:32 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 9:20 a.m. with the consent of the members.