

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

MINUTES

Regular Meeting

August 16, 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, August 16, 2018 at 8:17 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: Linda Vaughan
Terence Ulaszewski

STAFF MEMBERS PRESENT

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

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice President-Unit B and Damon Green.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of July 19, 2018.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that he attended the Board Workshop and updated the Commission on the Local Control and Accountability Plan (LCAP), Special Education, Measure E, and other multiple projects and programs in the District.

Mr. Kato updated the Commission that students from McKinley will be temporarily housed at the Monroe site for the 2018-2019 school year.

Mr. Kato announced that Ms. Sheryl Bender was introduced at the Board of Education meeting on August 15, 2018 and recommended to the State Department as the new Personnel Commissioner.

Maria Braunstein, Personnel Analyst, reported on 31 recruitments in various stages. Ms. Braunstein noted that the Plant Supervisor Series recruitment will be posting. Ms. Braunstein reported recruitment testing staff will be participating at the Long Beach City College Job Fair in September. Ms. Braunstein thanked Marilyn Balmer, Personnel Analyst (retired) for her commitment and hard work.

Mary Cates, Human Resources Supervisor, reported on processing Head Start and Child Development Center employees for the new Child Abuse Index state requirement. Ms. Cates provided the Commission an update on summer placements.

Ms. Cates updated the Commission on ongoing Vacancy Assignment (VA) processing efforts to assure employee information and start of the school year employee transfer are properly reflected in the online system so employees will be paid appropriately at the correct locations.

Mr. Kato recognized Commissioner Ulaszewski's birthday.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-15.

1. **RATIFY** job announcement bulletin for Associate Personnel Analyst
2. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
3. **RATIFY** job announcement bulletin for High School Office Supervisor
4. **RATIFY** job announcement bulletin for Human Resources Assistant
5. **RATIFY** job announcement bulletin for Human Resources Technician
6. **RATIFY** job announcement bulletin for HVAC Technician
7. **RATIFY** job announcement bulletin for Middle School Office Supervisor
8. **RATIFY** job announcement bulletin for Nutrition Services Director
9. **RATIFY** job announcement bulletin for Student Store Lead
10. **APPROVE** the certification of ASB Financial Technician 18-0118-0751 eligibility list established August 6, 2018

11. **APPROVE** the certification of Custodial Services Inspector 18-0073-5191 eligibility list established August 6, 2018
12. **APPROVE** the certification of Instructional Aide-Instrumental Music 18-0114-0447 eligibility list established August 9, 2018
13. **APPROVE** the certification of Instructional Aide-Special 18-0124-0448 eligibility list established July 26, 2018
14. **APPROVE** the certification of Instructional Aide-Special 19-0004-0448 eligibility list established August 16, 2018
15. **APPROVE** the certification of Office Assistant (REVISED) 18-0084-3359 eligibility list established July 19, 2018

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

OLD BUSINESS None

NEW BUSINESS

1. **APPROVE** the revised classification title of Associate Educational Research Analyst, and direct all other positions and employment lists be reclassified for the purpose of title change only.

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.

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

The Commission moved items 2-5 of New Business to Closed Session.

2. **APPEAL** of a Disqualified Applicant ID 19815509
3. **APPROVE** the recommendation to remove from eligibility list ID 36157795
4. **APPROVE** the recommendation to remove from eligibility list ID 32247131
5. **APPROVE** the request for Hearing in Disciplinary Matter Employee E00341058

OTHER ITEMS None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 30, 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 8:35 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:48 a.m. The following actions were taken:

- 2. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **GRANT** the appeal of the Disqualified Applicant ID 19815509 and instructed the Personnel Commission Executive Officer to notify him of this decision.

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

- 3. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 36157795.

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

- 4. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 32247131.

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

- 5. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the request for Hearing in Disciplinary Matter of appellant E00341058.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:50 a.m. with the consent of the members.