

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

MINUTES

Regular Meeting

October 25, 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, October 25, 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; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Alejandra Torres, Human Resources Technician; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Matt Woods, Executive Director, Technology and Information Services, Chester Davidson, CSEA Vice President Chapter 2 Unit B, James Kruse, CSEA Vice President Unit A.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Bender, and the motion carried to approve the minutes of the Regular Meeting of October 11, 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 he attended a job fair at Long Beach City College to provide information regarding classified jobs.

Maria Braunstein, Personnel Analyst, introduced new Personnel Commission employee, Alejandra Torres, Human Resource Technician.

Dale Culton, Certification Manager, informed the Commission that there would be a reduction in time for eight (8) Nutrition Service Workers from 3.5 hours to 3 hours.

Susan Learning, Personnel Analyst, informed the Commission that two (2) CPR/First Aid trainings were held on October 12, 2018. A total of 68 Classified Employees attended.

Mr. Kato informed the Commission that Personnel Commission staff participated in the Great ShakeOut Drill on October 18, 2018 and reviewed relevant emergency procedures.

Mr. Kato also informed the Commission that he attended the Local Control and Accountability Plan (LCAP) advisory committee meeting on October 15, 2018 as an observer.

CONSENT AGENDA

After discussion, a motion was made by Ms. Vaughan and seconded by Mr. Ulaszewski, and the motion was carried to ratify and approve Consent Agenda items 1-13.

1. **RATIFY** job announcement bulletin for Senior Health Assistant
2. **RATIFY** job announcement bulletin for Health Assistant
3. **RATIFY** job announcement bulletin for Custodian
4. **RATIFY** job announcement bulletin for Associate Research Data Analyst
5. **APPROVE** the certification of HVAC Technician 19-0006-5103 eligibility list established October 17, 2018
6. **APPROVE** the certification of Associate Personnel Analyst 19-0020-3270 eligibility list established October 17, 2018
7. **APPROVE** the certification of Facilities Project Manager-Planning 19-0005-5190 eligibility list established October 18, 2018
8. **APPROVE** the certification of Maintenance Accounting Supervisor 19-0007-5247 eligibility list established October 19, 2018
9. **APPROVE** the certification of Carpenter 19-0021-0114 eligibility list established October 19, 2018
10. **APPROVE** the certification of Accompanist 19-0024-5213 eligibility list established October 23, 2018

11. **APPROVE** the certification of Instructional Aide – Instrumental Music 19-0023-0447 eligibility list established October 23, 2018
12. **APPROVE** the certification of Child Nutrition Specialist 19-0019-3322 eligibility list established October 1, 2018
13. **APPROVE** the certification of Food Production Utility Worker 19-0002-0477 eligibility list established October 1, 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
1. **DISCUSS** the following: Abolishment of “Restricted” Classifications New Business Item 1 was discussed and will be brought forward for approval at the next regular meeting.
 2. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2017-2018
Mr. Kato noted that Education Code requires the Personnel Commission to prepare an Annual Report for the Board of Education. The report informs the Board of Education about the activities of the Personnel Commission during the preceding fiscal year. Mr. Kato presented the report to the Commission for their review and consideration.
- 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.

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 8, 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 8:59 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:30 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:31 a.m. with the consent of the members.