

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

MINUTES  
Regular Meeting

January 16, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, January 16, 2020 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 Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender  
Linda Vaughan

Absent: Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Dale Culton, Certification Services Manager; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Alejandra Torres, Human Resources Technician; Andrea Armas, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice-President-Unit B.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of December 19, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that Pamela Brackman, Senior Administrative Secretary had resigned. Mr. Kato welcomed back Connie Ballew as the acting Senior Administrative Secretary.

Mr. Kato announced that Lakewood High School students will be taking Advanced Placement (AP) tests at the Monroe site at a future date. Mr. Kato explained that Lakewood High School is currently undergoing HVAC renovations and additional space for AP testing was needed.

Mr. Kato thanked CSEA leadership, specifically Gilbert Bonilla, CSEA Chapter 2 President, and Chet Davidson, CSEA Chapter 2 Vice-President-Unit B, for their continued support of current Personnel Commission projects and initiatives.

Maria Braunstein, Personnel Analyst, thanked recruitment and testing staff for all their hard work and provided the Commission an overview of current recruitment and testing activities.

Jesus Rios Jr., Employment Services Supervisor, thanked certification staff for all their recent hard work. Mr. Rios Jr. mentioned that since July 1<sup>st</sup>, staff has fingerprinted 368 employment candidates. Mr. Rios Jr. announced that Summer School/School Enrichment and Learning (SEAL) employment applications will be available online only from February 4, 2020 through March 20, 2020. Mr. Rios Jr. informed the Commission that the online application can only be accessed from laptops and computers, not phones or tablets or chromebooks. Mr. Rios Jr. stated that kiosks will be available in the Personnel Commission lobby and also at Human Resource Services for classified staff to complete their application. Mr. Rios also stated that weekly summer application workshops will be held at the Personnel Commission beginning February 7, 2020.

Susan Leaming, Personnel Analyst, introduced Aisha Alex, Human Resource Assistant, to the Commission. Ms. Alex shared with the Commission that she has been an substitute Intermediate Office Assistant for three years and is looking forward to working at the Personnel Commission in her new assignment.

Ms. Leaming also shared that there will be another two sessions of CPR/First Aid certification training on Friday, February 7, 2020 and a CalPERS retirement planning workshop will be held on February 5, 2020 in the auditorium at the Personnel Commission.

Ms. Leaming informed the Commission that the Instructional Aide – Special Job Study is scheduled to be on the January 30, 2020 Commission agenda.

## CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to ratify items 1-20 and approve items 21-36 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Bus Driver-Avalon

2. **RATIFY** job announcement bulletin for Campus Security Officer-Avalon
3. **RATIFY** job announcement bulletin for Child Care Worker
4. **RATIFY** job announcement bulletin for Custodian-Avalon
5. **RATIFY** job announcement bulletin for Custodian Assistant
6. **RATIFY** job announcement bulletin for District Security Officer
7. **RATIFY** job announcement bulletin for Head Start Instructional Aide
8. **RATIFY** job announcement bulletin for Head Start Instruction Aide - Bilingual Spanish
9. **RATIFY** job announcement bulletin for High School Office Supervisor
10. **RATIFY** job announcement bulletin for Instructional Aide-Special
11. **RATIFY** job announcement bulletin for Instructional Aide-Special-Avalon
12. **RATIFY** job announcement bulletin for Middle School Supervisor
13. **RATIFY** job announcement bulletin for Nutrition Services Worker
14. **RATIFY** job announcement bulletin for Recreation Aide-Kids' Club
15. **RATIFY** job announcement for Recreation Aide – WRAP Expanded Learning
16. **RATIFY** job announcement bulletin for Senior Office Assistant Schools
17. **RATIFY** job announcement bulletin for Senior Office Assistant Schools Bilingual Spanish
18. **RATIFY** job announcement bulletin for Stage Technician
19. **RATIFY** job announcement bulletin for HVAC Technician
20. **RATIFY** job announcement bulletin for School Safety Officer
21. **APPROVE** the certification of Campus Security Officer eligibility list 20-0076-5011 established 01/06/2020
22. **APPROVE** the certification of Child Care Worker eligibility list 20-0069-5258 established 12/20/2019
23. **APPROVE** the certification of Custodian eligibility list 20-0070-0139 established 01/03/2020

24. **APPROVE** the certification of Custodian eligibility list 20-0054-0139 established 12/20/2019
25. **APPROVE** the certification of District Security Officer eligibility list 20-0079-52021 established 01/01/2020
26. **APPROVE** the certification of Groundskeeper eligibility list 20-0075-0172 established 12/26/2019
27. **APPROVE** the certification of HVAC Technician eligibility list 20-0058-5103 established 01/13/2020
28. **APPROVE** the certification of Instructional Aide - Special eligibility list 20-0073-0448 established 12/20/2019
29. **APPROVE** the certification of Kids' Club Assistant eligibility list 20-0071-0694 established 01/03/2020
30. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 20-0072-0515 established 01/06/2020
31. **APPROVE** the certification of Landscape Irrigation Worker eligibility list 20-0074-0617 established 12/23/2019
32. **APPROVE** the certification of Maintenance Director eligibility list 20-0033-0083 established 12/27/2019
33. **APPROVE** the certification of Maintenance Manager eligibility list 20-0067-0567 established 01/06/2020
34. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0064-5068 established 12/24/2019
35. **APPROVE** the certification of Recreation Aide eligibility list 20-0065-5355 established 12/30/2019
36. **APPROVE** the certification of School Safety Officer eligibility list 20-0068-5014 established 1/06/2020

**OLD BUSINESS**

None

**NEW BUSINESS**

1. **APPROVE** the recommendation to remove from eligibility list ID 14699461

**OTHER ITEMS**

None

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 30, 2020 at 8:00 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 8:26 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:02 a.m. and the following reportable action was taken:

1. A motion was made by Ms. Vaughan, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate ID 14699461 from the current eligibility list and allow to re-test in the future.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:03 a.m.