

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

MINUTES

Regular Meeting

May 23, 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, May 23, 2019 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  
Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregg Robinson, Associate Personnel Analyst; Pamela Brackman, Senior Administrative Secretary; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Aaron Dominguez, Human Resource Technician; Anne Follett, Human Resource Technician; Susan Brister, Human Resource Technician; Oralia Leyva Leonor, Human Resource Technician; Vanessa Ortiz, Human Resource Technician; Silaue Taeleifi, Human Resource Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Elliot Moore, Instructional Aide-Special.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, and seconded by Ms. Bender, and the motion carried to approve the minutes of the Regular Meeting of May 9, 2019.

<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

Feedback from an Instructional Aide-Special regarding the Instructional Aide-Special classification study was addressed to the Commissioners as an informational item.

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that final planning continues for the annual Classified Employee Celebration on May 24 from 11:00 a.m. – 2:00 p.m. Parking has been secured at an off-site location for employees with shuttle services provided. The event will have a fiesta theme.

Mr. Kato informed the Commission that at the next meeting a service year's pin ceremony and the announcement of the Personnel Commission's Employee of the Year would take place.

Maria Braunstein, Personnel Analyst, informed the Commission that she has received many accolades on the Recruitment and Testing staff and recognized Oralia Leyva, Human Resources Technician, Sharon Onorati, Human Resource Technician (substitute), Vanessa Ortiz, Human Resource Technician, Judy Alonso, Human Resource Assistant, Andrea Armas, Human Resource Assistant and Gregg Robinson, Associate Personnel Analyst, for all their hard work. Ms. Braunstein mentioned that recruitments held last week in Avalon were successful in attracting candidates for the Bus Driver and Nutrition Services Supervisor II positions. Additionally, Ms. Braunstein reported there were 16 recruitments currently open.

Aaron Dominguez, Human Resource Technician, informed the Commission that he attended the Secretaries meeting on May 14, along with Dale Culton, Certification Services Manager, and Mary Cates, Human Resource Supervisor, to discuss and answer questions regarding the AESOP substitute system and performance evaluations for Recreation Aides. Mr. Dominguez continued that he visited Nutrition Services to provide training and help with substitute issues in AESOP. In addition, Mr. Dominguez stated that all the Child Care Workers, Recreation Aides and substitutes were transitioned into AESOP. Also, Mr. Dominguez created a step-by-step training manual to assist Recreation Aides and Child Care Workers on how to use AESOP. Mr. Dominguez mentioned that a stakeholder survey regarding use of the AESOP system will be sent out before by the end of the year.

Mary Cates, Human Resource Supervisor, informed the Commission that at the Secretaries meeting probationary and permanent performance evaluation processes were explained. Additionally, Ms. Cates stated that staff continues to work on summer school classified staffing placements, and the new monthly payroll systems debuts on July 5.

Dale Culton, Certification Services Manager, clarified to the Commission that since Recreation Aides are now considered classified employees, they will go through a probation and annual performance review process.

Susan Leaming, Personnel Analyst, informed the Commission that the Instructional Aide-Special classification study continues. Feedback packets were sent to 809 aides with an extended deadline due date of Friday, May 24. Ms. Leaming continued that 30 returned feedback forms had no concerns, 5 requested minor changes and 9 had stated other concerns not related to the job study. The final report is scheduled for Commission approval on June 20. Additionally, Ms. Leaming stated that the revised salary schedules for Confidential, Supervisory and Management, and Exempt Salary Schedule 6 with the recent 2% COLA raise are posted on the webpage.

## CONSENT AGENDA

A motion was made by Ms. Vaughan, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-6 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Accountant
2. **RATIFY** job announcement bulletin for Child Care Worker
3. **RAFIFY** job announcement bulletin for Nutrition Services Worker
4. **APPROVE** the certification of Intermediate Nutrition Services Worker eligibility list 19-0095-5058 established 05/28/2019
5. **APPROVE** the certification of Production Center Supervisor eligibility list 19-0113-5070 established 05/13/2019
6. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 19-0096-5071 established 05/28/2019

OLD BUSINESS                      None

NEW BUSINESS                    None

OTHER ITEMS                      Instructional Aide-Special, Elliot Moore stated to the Commission that he was pleased that the deadline to contribute feedback for the Instructional Aide–Special classification study was extended. Additionally, Mr. Moore asked if a salary survey would be conducted as part of the classification study and Ms. Learning, Personnel Analyst, answered that a salary survey is not within the scope of this study.

NEXT REGULAR MEETING                      The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 6, 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 8:36 a.m.

OPEN SESSION                      The Personnel Commission returned to open session at 9:08 a.m. No reportable actions were taken.

ADJOURNMENT                      The Regular Meeting of the Personnel Commission was declared adjourned at 9:09 a.m.