

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

MINUTES

Regular Meeting

February 28, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, February 28, 2019 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: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Maria Braunstein, Personnel Analyst; Gregory Robinson, Associate Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resource Technician; Oralia Leyva Leonor, Human Resource Technician; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice President - Unit B; and Tai Felder, Instructional Aide, Poly High School.

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 February 14, 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

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that last Saturday he presented two sessions at the Merit Academy on the Brown Act and Parliamentary Procedures.

Mr. Kato informed the Commission that the Personnel Commission is working to update the video shown at the Classified New Employee Orientation sessions to include new board members and administrators.

Maria Braunstein, Personnel Analyst, informed the Commission that Recruitment and Testing continues to work on many recruitments in varying stages of completion.

Ms Braunstein announced the return of Oralia Leyva Leonor, Human Resource Technician, to the Personnel Commission. In her new role, Ms. Leonor will handle the recruitment, testing and certification of Instructional Aide – Specials.

Dale Culton, Certification Services Manager, mentioned there are 80 Instructional Aide - Special 3.8 hour vacancies and that Ms. Leonor will be working to decrease the number of vacancies as soon as possible.

Mary Cates, Human Resources Supervisor, informed the Commission the summer employment dates for the School Enrichment and Learning (SEAL) program are June 24, 2019 to July 19, 2019 for all elementary and middle school sites. The dates for the comprehensive high schools are June 24, 2019 to July 26, 2019. The summer employment website is up and applications are available through the employee portal February 5 through 4:30 pm March 15, 2019. Ms. Cates noted that computer kiosks are available in the Personnel Commission's lobby for employees to submit online summer employment applications. Ms. Cates also gave kudos to Personnel Commission staff for all their hard work on recent projects.

Susan Leaming, Personnel Analyst, notified the Commission that a CalPERS Planning Your Retirement Workshop will be held on Tuesday, March 5, 2019 in the auditorium. Ms. Leaming also provided the Commission an update on the Instructional Aide - Special job study. So far four (4) focus groups have been held with Instructional Aide – Specials across the District, and the feedback from the groups has been positive.

Sheryl Bender, Personnel Commissioner, stated that she attended the Merit Academy and congratulated Mr. Kato on providing excellent presentations on both subject matters.

CONSENT AGENDA

After discussion, a motion was made by Mr. Ulaszewski, and seconded by Ms. Bender, and the motion carried to ratify and approve the Consent Agenda items 1-23.

1. **RATIFY** job announcement bulletin for Instructional Aide-Deaf/Hard of Hearing
2. **RATIFY** job announcement bulletin for Business Services Administrator
3. **RATIFY** job announcement bulletin for Business Services Director
4. **RATIFY** job announcement bulletin for Maintenance Director

5. **RATIFY** job announcement bulletin for Operations Director
6. **RATIFY** job announcement bulletin for Electronics Technician
7. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
8. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
9. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III
10. **RATIFY** job announcement bulletin for Maintenance Manager
11. **RATIFY** job announcement bulletin for Area Custodial Manager
12. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 19-0079-5261 established 1/24/2019
13. **APPROVE** the certification of Fiscal Services Analyst eligibility list 19-0054-5173 established 2/05/2019
14. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 19-0076-5262 established 2/08/2019
15. **APPROVE** the certification of Building Maintenance Worker eligibility list 19-0049-0625 established 1/29/2019
16. **APPROVE** the certification of Building Maintenance Worker/Driver eligibility list 19-0030-0880 established 2/12/2019
17. **APPROVE** the certification of School Safety Officer eligibility list 19-0069-5014 established 2/19/2019
18. **APPROVE** the certification of Grounds Crew Supervisor eligibility list 19-0048-0605 established 2/20/2019
19. **APPROVE** the certification of Nutrition Services Payroll Technician eligibility list 19-0052-5208 established 2/6/2019
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 18-0105-5068 established 1/15/2019
21. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 19-0088-5261 established 2/15/2019
22. **APPROVE** the certification of Senior Administrative Secretary eligibility list 19-0039-3362 established 2/20/2019

23. **APPROVE** the certification of Heavy Truck Driver eligibility list 19-0044-0187 established 1/15/2019

<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 None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 14, 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 8:31 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:10 a.m. and no reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:11 a.m.