

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

MINUTES

Regular Meeting

June 20, 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, June 20, 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 Lynn Braunstein, Personnel Analyst; Pamela Brackman, Senior Administrative Secretary; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Judith Alonso, Human Resources Assistant, Andrea Armas, Human Resources Technician, Susan Brister, Human Resources Technician, Aaron Dominguez, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant, Oralia Leyva Leonor, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Silaue Taeleifi, Human Resources Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of June 6, 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 the SEAL (School Enrichment & Learning Applications) Program, ESY (Extended School Year) for Special Education, and regular summer school for high schools are in service. The Personnel Commission staff has placed office supervisors, Recreation Aides along with existing custodial services at the chosen schools sites. Mr. Kato continued that he and Dale Culton, Certificate Services Manager have been attending department-wide meetings regarding SEAL logistical arrangements arranged by Yumi Takahashi, Chief Business & Financial Officer.

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that funding for the Headstart program was restored. Staff will be working to rescind any layoff notices that are affected by the new funding.

In closing, Mr. Kato presented to the Commissioners, a revised District organization chart that had been presented at the June 10 Board of Education meeting. Also included, was a handout on the Principal reassignments at each school site.

Maria Lynn Braunstein, Personnel Analyst, informed the Commission that since there will be no school on site next year, the cafeteria will be utilized once again for testing purposes. This space can accommodate up to 60 people. Noel Aguirre, Plant Supervisor, is helping ready the space with tables and seating. Ms. Braunstein introduced and welcomed Ashleigh Fernando, Human Resources Assistant, to the Recruitment and Testing staff. Ms. Fernando has worked as a substitute for the past three (3) years in a variety of positions. Ms. Braunstein reported that she has met with several laid-off Headstart and Educare staff for displacement services. This service has been a positive experience to discuss the many opportunities within the District, and offers encouragement and reassurance through a difficult time. Ms. Braunstein closed with thanking the entire Recruitment and Testing staff for all their hard work.

Executive Director, Ken Kato, added that he and Dale Culton, Certification Services Manager held a special meeting with displaced Headstart and Educare staff to explain the funding process and to answer any questions or concerns.

Dale Culton, Certification Services Manager, informed the Commission that letters will begin to go out to previously displaced Headstart and Educare employees as the Board of Education acted to rescind numerous abolishments. Staff is continuing work on filling summer school vacancies due to employees declining summer placements. Mr. Culton announced that today was Mary Cates, Human Resource Supervisor, last Personnel Commission meeting before her retirement on June 28. Mr. Culton thanked Ms. Cates for all her hard work and support she has provided throughout the years.

Mary Cates, Human Resources Supervisor, informed the Commission that 1,068 summer school applications were received this year. The deadline for summer assignments is this week, and staff sent out all the regret letters including emails. In

closing remarks, Ms. Cates stated that she has enjoyed her 23 year career with the District.

Ken Kato, Executive Director, added that the Instructional Aide-Special Study report will be delayed until Susan Leaming, Personnel Analyst, returns in the fall.

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 1-9 and approve items 10-17 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 Executive Director Facilities Development and Planning
2. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician
3. **RATIFY** job announcement bulletin for Physician Services Technician
4. **RATIFY** job announcement bulletin for Plant Utilities Operator
5. **RATIFY** job announcement bulletin for Risk Management Insurance Coordinator
6. **RATIFY** job announcement bulletin for School Data Technician
7. **RATIFY** job announcement bulletin for School Safety Officer
8. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician
9. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant
10. **APPROVE** the certification of Behavior Intervention Supervisor eligibility list 19-0117-5212 established 06/17/2019
11. **APPROVE** the certification of Bus Driver-Catalina Island eligibility list 19-0127-0101 established 06/12/2019
12. **APPROVE** the certification of Custodian-Avalon eligibility list 19-0129-0139 established 06/10/2019

13. **APPROVE** the certification of Health Assistant-Avalon eligibility list 19-0128-5170 established 06/20/2019
14. **APPROVE** the certification of Instructional Aide-Special eligibility list 19-0144-0448 established 06/20/2019
15. **APPROVE** the certification of Nutrition Services Supervisor II-Avalon eligibility list 19-0131-5065 established 06/13/2019
16. **APPROVE** the certification of Nutrition Services Worker-Avalon eligibility list 19-0132-5068 established 06/13/2019
17. **APPROVE** the certification of Reprographics Technician eligibility list 19-0141-5132 established 06/17/2019

OLD BUSINESS

1. **ANNOUNCE** the Personnel Commission Employee of the Year

The Personnel Commission recognizes one of its staff members annually as the Personnel Commission Employee of the Year. Mr. Kato gave accolades and announced the Personnel Commission Employee of the Year, Susan Brister, Human Resources Technician.

NEW BUSINESS

1. **APPROVE** the revised classification of Grounds Crew Supervisor

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 the revised Grounds Crew Supervisor classification.

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

2. **APPROVE** the recommendation to remove from eligibility list ID 3953161

The Commission moved New Business item 2 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 18, 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 8:52 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:30 a.m. and the following actions were taken:

1. A motion was made by Mr. Ulaszewski and seconded by Ms. Vaughan and the motion carried with a unanimous vote of those present to **GRANT** the appeal of candidate 3953161 and continue with the hiring process.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:32 a.m.