

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

MINUTES

Regular Meeting

February 14, 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 14, 2019 at 8:19 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; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Gilbert Bonilla, CSEA Chapter 2 President; Vaurice Scott, CSEA Vice-President - Unit A; Chester Davidson, CSEA Chapter 2 Vice President - Unit B.

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 January 31, 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, announced the California School Personnel Commissioners Association (CSPCA) Conference was a great success and all the workshops were successful. Mr. Kato stated that over 200 people

were in attendance. Mr. Kato also informed the Commission that several Commission staff members attended the conference for the Thursday staff development day.

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

Dale Culton, Certification Services Manager, thanked Ken Kato, Executive Officer Personnel Commission, for the opportunity for staff to attend the CSPA conference. Mr. Culton also announced that recently a Staff Secretary and an Intermediate Office Assistant were brought back to work from reemployment lists.

Susan Learning, Personnel Analyst, notified the Commission that CPR/First Aid training sessions were held at the Teacher Resource Center (TRC) on February 1, 2019 and 102 classified staff members were trained. Ms. Learning announced that a CalPERS Retirement Planning Workshop will be held on Tuesday, March 5, 2019, from 2:00 p.m. to 4:30 p.m. at the Personnel Commission.

Ms. Learning also informed the Commission that the Instructional Aide-Special job study is moving forward and 61 employees volunteered to participate in a focus group to update their job description. There will be a minimum of 14 focus group meetings held at eight (8) sites throughout the District and she has scheduled six (6) meetings so far.

Ms. Learning mentioned that she is participating with several administrators and Principals on a District committee to update the Recreation Aide Handbook as Recreation Aides are part of the classified service.

CONSENT AGENDA

After discussion, a motion was made by Mr. Ulaszewski, and seconded by Ms. Bender, and the motion carried to approve the Consent Agenda items 1-15.

1. **RATIFY** job announcement bulletin for Kids' Club Supervisor I, II, III
2. **RATIFY** job announcement bulletin for Nutrition Services Worker
3. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
4. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
5. **RATIFY** job announcement bulletin for Kids' Club Assistant
6. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
7. **APPROVE** the certification of Assistant Facilities Project Manager eligibility list 19-0031-5104 established 1/24/2019
8. **APPROVE** the certification of Instructional Aide - Special eligibility list 19-0066-0448 established 1/24/2019

9. **APPROVE** the certification of College and Career Specialist eligibility list 19-0035-5177 established 1/24/2019
10. **APPROVE** the certification of Recreation Leader – WRAP eligibility list 19-0080-6362 established 1/29/2019
11. **APPROVE** the certification of Child Care Worker eligibility list 19-0086-5258 established 02/4/2019
12. **APPROVE** the certification of Recreation Aide - Kids' Club eligibility list 19-0078-5257 established 02/04/2019
13. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 19-0045-0176 established 1/31/2019
14. **APPROVE** the certification of Groundskeeper eligibility list 19-0050-0172 established 2/4/2019
15. **APPROVE** the certification of Recreation Aide eligibility list 19-0077.2-5255 established 2/5/2019

<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 A motion was made by Mr. Ulaszewski, and seconded by Ms. Bender, and the motion carried to approve Revisions to the Rules and Regulations of the Classified Service.

NEW BUSINESS None

OTHER ITEMS The Commissioners commended Ken Kato, Executive Director, Personnel Commission, for his part in the California School Personnel Commissioners Association Conference (CSPCA). They also commended Maria Lynn Braunstein, Personnel Analyst, and Mr. Kato for their well-received presentation at the conference which provided an overview of the Long Beach Unified School District's New Employee Orientation Program.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 28, 2019 at 8:31 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 8:32 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:00 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:01 a.m.