

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

MINUTES

Regular Meeting

April 25, 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, April 25, 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, 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; Gregg Robinson, Associate Personnel Analyst, Dale Culton, Certification Services Manager, Pamela Brackman, Senior Administrative Secretary; Mary Cates, Human Resources Supervisor.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice President - Unit B

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by, Ms. Bender and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of April 11, 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 he, along with fellow staff members Dale Culton, Certification Services Manager, and Susan Leaming, Personnel Analyst, participated in a job shadowing discussion panel at CSU Long Beach for students seeking Human Resource degrees. David Zaid of Employee Relations coordinated the meeting that included nine (9) college students.

Mr. Kato informed the Commission that planning continues for the annual Classified Employee Celebration on May 24 from 11:00 a.m. – 2:00 p.m. There will be limited parking available for volunteers, vendors, and dignitaries. A plan to shuttle employees from an off-site parking area is being arranged.

Gregg Robinson, Associate Personnel Analyst, informed the Commission that there are 28 open recruitments including five (5) recruitments to fill vacancies and substitute assignments in Avalon. Mr. Robinson also mentioned that he and Maria. Braunstein, Personnel Analyst, will be participating in the Long Beach Job and Resource Fair on May 9 at the Long Beach Convention Center.

Dale Culton, Certification Services Manager, informed the Commission that he had attended a meeting with High School Office Supervisors to designate walk-on coaches to specific sports instead of a generic titles. Mr. Culton also mentioned that layoff letters are being sent out per the approved actions from the last two Board of Education meetings.

Mary Cates, Human Resource Supervisor, informed the Commission staff continues to work on summer school classified staffing placements.

Susan Leaming, Personnel Analyst, updated the Commission that a draft of the Instructional Aide-Special class descriptions will be sent to all Instructional Aide-Specials for their review and feedback on May 6. Ms. Leaming also mentioned that the final two (2) CPR/First Aid sessions will be held on Friday, May 3rd at the Teacher Resource Center.

CONSENT AGENDA

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-13 on the Consent Agenda to include the corrected errors on the eligibility list.

<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 Bus Driver-Catalina Island
2. **RATIFY** job announcement bulletin for Campus Security Officer-Avalon
3. **RAFIFY** job announcement bulletin for Custodian-Avalon
4. **RAFIFY** job announcement bulletin for Health Assistant-Avalon
5. **RAFIFY** job announcement bulletin for Instructional Aide-Special
6. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II-Avalon

7. **RATIFY** job announcement bulletin for Nutrition Services Worker-Avalon
8. **RATIFY** job announcement bulletin for Recreation Aide-Avalon
9. **APPROVE** the certification of Area Custodial Manager eligibility list 19-0106-0600 established 4/18/2019
10. **APPROVE** the certification of Electrician eligibility list 19-0111-0161 established 4/16/2019
11. **APPROVE** the certification of Electronics Technician eligibility list 19-0112-0110 established 4/18/2019
12. **APPROVE** the certification of Instructional Aide Special eligibility list 19-0118-0448 established 4/18/2019
13. **APPROVE** the certification of Maintenance Manager eligibility list 19-0105-0567 established 4/18/2019

OLD BUSINESS	None
NEW BUSINESS	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 9, 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 8:30 a.m. No reportable Actions were taken.
OPEN SESSION	The Personnel Commission returned to open session at 8:48 a.m. No reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:50 a.m.