

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

MINUTES

Regular Meeting

September 26, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, September 26, 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 Vice-Chairperson, Linda Vaughan.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Sheryl Bender  
Linda Vaughan  
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Jesus Rios Jr., Human Resources Supervisor; Maria Lynn Braunstein, Personnel Analyst; Judith Alonso, Human Resources Assistant; Oralia Leyva, Human Resources Technician; Vanessa Ortiz, Human Resources Technician and Susan Brister, Human Resources Technician

GUESTS

Vaurice Scott, CSEA Vice President-Unit A; Chester Davidson, CSEA Chapter 2 Vice-President Unit B; Mark Chavez, Nutrition Services Director; Juan Garcia, Instructional Assistant-Computer Resources Retiree

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, and seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of September 12, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission of the upcoming PCASC Presentation on October 25<sup>th</sup> regarding screening procedures, where he along with Commissioner Vaughan will be attending. Mr. Kato then stated that some Personnel Commission staff attended the district training for sexual abuse and molestation with the Child Development Center (CDC) staff.

Maria Lynn Braunstein, Personnel Analyst, informed the Commission of the open recruitments they currently have including Instructional Aide – Special, Child Care Worker, Recreation Aide, Recreation Aide – Kids' Club, Recreation Aide – WRAP, Pool Attendant, Bus Driver – Avalon and Sign Language Interpreter. Ms. Braunstein expressed appreciation to staff for maintaining great customer service during these busy times.

Jesus Rios Jr., Human Resources Supervisor, thanked staff for their work on filling vacancies and substitutes, making sure sites are fully staffed. Mr. Rios stated that this pay period was more challenging than the last since it was the first full pay period of the school year and there was an influx of hourly additional assignments. He recognized Susan Brister, Human Resources Technician, on the positive feedback he has received from sites on her quick response time. Dale Culton, Certification Services Manager, informed the Commission that he met with CSEA as well as with Steve Rockenbach, Director of Employee Relations and Ethics, over layoff notices. Mr. Culton went on to state that they have continued their monthly Instructional Aide – Special interviews and Oralia Leyva, Human Resources Technician, informed the Commission of this most recent recruitment where they conducted 17 interviews with the majority accepting permanent or substitute positions.

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 4-10 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Instructional Aide – Special – BL Spanish
2. **RATIFY** job announcement bulletin for School Support Secretary
3. **RATIFY** job announcement bulletin for School Support Secretary – BL Spanish
4. **APPROVE** the certification of Administrator, K-16 Collaborations and External Programs eligibility list 20-0012-3338 established 09/12/2019

5. **APPROVE** the certification of Human Resources Technician eligibility list 20-0019-3352 established 09/20/2019
6. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0017-0448 established 09/26/2019
7. **APPROVE** the certification of Intermediate Office Assistant (Revised) eligibility list 19-0121-0673 established 09/04/2019
8. **APPROVE** the certification of Intermediate Office Assistant – Schools (Revised) eligibility list 19-0123-3354 established 09/04/2019
9. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish (Revised) eligibility list 19-0122-5050 established 09/04/2019
10. **APPROVE** the certification of Telecommunications Technician eligibility list 20-0011-3309 established 09/13/2019

OLD BUSINESS                      None

- NEW BUSINESS
1. **APPROVE** the Revisions to the Rules and Regulations of the Classified Service (1<sup>st</sup> Reading)
  2. **APPROVE** the following:  
Reestablish the classification of Administrative Dietician (Class Code 0537)

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to reestablish the classification of Administrative Dietician (Class Code 0537)

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

3. **APPROVE** the recommendation to remove from eligibility list ID 40516936

The Commission moved New Business item 3 to closed session.

OTHER ITEMS                      None

NEXT REGULAR MEETING                      The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 10, 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 8:34 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:50 a.m. and the following actions were taken:

1. A motion was made by Mr. Ulaszewski, and seconded by Ms. Bender and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 40516936 from current eligibility list and did not bar candidate from applying for any future positions.

<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 9:15 a.m.