

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

MINUTES

Regular Meeting

May 9, 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, May 9, 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, Terence Ulaszewski.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Absent: Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager, Pamela Brackman, Senior Administrative Secretary; Mary Cates, Human Resources Supervisor, Susan Brister, Human Resource Technician, Oralia Leyva Leonor, Human Resource Technician, Vanessa Ortiz, Human Resource Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Bender, 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 April 25, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that he attended a District English Learner Advisory Committee (DELAC) Meeting that discussed the English Learners program.

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. Parking has been secured at an off-site location for employees with shuttle services provided.

Mr. Kato informed the Commission that he attended the Confidential and Supervising Secretaries Association (CASSA) meeting with the Superintendent yesterday and addressed their questions.

Oralia Leyva Leonor, Human Resources Technician, informed the Commission that there are 25 open recruitments in 14 different classifications. Business Services recruitments were completed according to the pre-established schedule. Gregg Robinson, Associate Personnel Analyst, and Maria Braunstein, Personnel Analyst, are participating in the Long Beach Job and Resource Fair today at the Long Beach Convention Center. Ms. Leonor also mentioned that Avalon examinations to fill vacancies and substitute assignments will be held May 16 and 17.

Dale Culton, Certification Services Manager, informed the Commission that a new Operations Director and two (2) Area Custodial Managers were hired. Lists are currently out for two (2) Custodial Services Inspectors, Business Services Director, and Business Services Administrator. Mr. Culton also mentioned that Mary Cates, Human Resources Supervisor, and Aaron Dominguez, Human Resources Technician would be attending the Secretaries meeting on May 14 to discuss the AESOP substitute/LTE system and performance evaluations for Recreational Aides.

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

Mr. Kato updated the Commission that 72 people attended CPR/First Aid sessions held last Friday, May 3 at the Teacher Resource Center. The draft of the Instructional Aide-Special class description was sent to all Instructional Aide-Specials for their review and feedback. The report is scheduled for approval in June.

CONSENT AGENDA

A motion was made by Ms. Bender, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-9 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Employment Services Supervisor
2. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant
3. **RAFIFY** job announcement bulletin for Technology Field Operations Supervisor
4. **APPROVE** the certification of Business Services Administrator eligibility list 19-0107-0427 established 05/02/2019
5. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 19-0116-5245 established 05/01/2019

6. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 19-0097-5064 established 05/06/2019
7. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 19-0098-5065 established 05/06/2019
8. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 19-0099-5066 established 05/06/2019
9. **APPROVE** the certification of Recreation Aide-WRAP Expanded Learning 19-0115-5261 established 05/02/2019

OLD BUSINESS None

NEW BUSINESS 1. Approve the Adoption of Resolution Regarding Classified Employee Week

After some discussion, a motion was made by Ms. Bender, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Adoption of Resolution Regarding Classified Employee Week.

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

2. Annual Election of Officers per P.C. Rule 2.6

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, to open nominations for Personnel Commission Officers.

Following discussion, the Commission elected Sheryl Bender to serve as Chairperson and Linda Vaughan as Vice-Chairperson.

A motion was made by Ms. Bender, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to close nominations.

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

3. APPEAL of disqualified applicant 38275823.

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, May 23, 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.

OPEN SESSION

The Personnel Commission returned to open session at 9:00 a.m. The following reportable action was taken:

1. A motion was made by Ms. Bender, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to removed Disqualified Applicant ID 38275823 from the current eligibility list, but determined that this would not be a permanent bar from future employment with the District and will allow the candidate to reply after May 2020.

ADJOURNMENT

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