

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

MINUTES

Regular Meeting

August 15, 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, August 15, 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: Linda Vaughan  
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Judith Alonso, Human Resources Assistant; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Aaron Dominguez, Human Resources Technician; Gregg Robinson, Associate Personnel Analyst; Jesus Rios Jr., Employment Services Supervisor.

GUESTS

None

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 August 1, 2019.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
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 that employees are returning back to their sites on August 19<sup>th</sup> and school resumes on August 28<sup>th</sup>. In addition, the District Manager's Meeting with the Superintendent is scheduled for Monday, August 19, 2019.

Gregg Robinson, Associate Personnel Analyst, informed the Commission that the Recruitment and Testing team has been very busy preparing for the next school year with 27 recruitments and plans to open up another 11 in the next week or so. In addition, New Employee Orientations were completed at the Teacher Resource Center (TRC) for the Recreation Aide groups. It was a big undertaking, having had 370 employees attend over 12 different sessions. Judy Alonso, Human Resources Assistant, was instrumental in making sure all the invitations were sent and that there was coordination with the food and other materials to the off campus location. Ashleigh Fernando, Human Resources Assistant, also assisted Mrs. Alonso for a few sessions.

Dale Culton, Certification Services Manager, informed the Commission that there were IA-Special interviews conducted yesterday and both substitute and permanent positions were offered. In addition, contact is being made at sites to verify Recreation Aide and Child Care Worker vacancies that were previously requested. Anne Follett, Human Resources Technician is working on filling Office Supervisor vacancies and Aaron Dominguez, Human Resources Technician is placing substitutes at school sites so they are fully staffed before school resumes. Mr. Culton then introduced Jesus Rios Jr. to Linda Vaughan, Vice-Chairperson as the new Employee Services Supervisor. Mr. Rios thanked staff for their work on filling vacancies and substitutes, making sure sites are best prepared for the new school year.

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 1-11 and approve items 12-19 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Administrator, K-16 Collaborations & External Programs
2. **RATIFY** job announcement bulletin for Business Development and Marketing Specialist
3. **RATIFY** job announcement bulletin for Human Resources Technician
4. **RATIFY** job announcement bulletin for Human Resources Technician Revised
5. **RATIFY** job announcement bulletin for Instructional Aide-Special – BL Spanish
6. **RATIFY** job announcement bulletin for Laborer
7. **RATIFY** job announcement bulletin for Staff Secretary

8. **RATIFY** job announcement bulletin for Staff Secretary-BL Spanish
9. **RATIFY** job announcement bulletin for Staff Secretary Revised
10. **RATIFY** job announcement bulletin for Staff Secretary-BL Spanish Revised
11. **RATIFY** job announcement bulletin for WaterBoiler Treatment Specialist
12. **APPROVE** the certification of Heavy Truck Driver eligibility list 19-0153-0187 established 08/15/2019
13. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0006-0448 established 08/15/2019
14. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list 19-0145-0756 established 08/08/2019
15. **APPROVE** the certification of Plant Utilities Operator eligibility list 19-0135-3308 established 08/09/2019
16. **APPROVE** the certification of Risk Management Insurance Coordinator eligibility list 19-0151-5171 established 08/15/2019
17. **APPROVE** the certification of School Data Technician eligibility list 19-0154-3360 established 08/15/2019
18. **APPROVE** the certification of Senior Health Assistant eligibility list 19-0137-5174 established 08/16/2019
19. **APPROVE** the certification of Senior Payroll Accounting Technician eligibility list 19-0146-0762 established 08/08/2019

OLD BUSINESS                      None

NEW BUSINESS                      None

OTHER ITEMS                      None

NEXT REGULAR MEETING                      The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 29, 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 8:40 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:40 a.m.