

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

MINUTES

Regular Meeting

September 12, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, September 12, 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, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Judith Alonso, Human Resources Assistant; Andrea Armas, Human Resources Technician; Anne Follett, Human Resources Technician, Susan Brister, Human Resources Technician and Bill Ewing, Personnel Analyst.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice-President Unit B

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mr. Ulaszewski, and seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of August 29, 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 on September 9, 2019, there was a joint training with Personnel Commission and Human Resources staff that is being conducted across the district for sexual abuse, molestation and mandatory reporting. Six Personnel Commission staff participated and it was a positive group experience. Mr. Kato continued by introducing Mr. William Ewing, Personnel Analyst, who is a substitute while Susan Leaming, Personnel Analyst, is currently out on a leave.

Andrea Armas, Human Resource Technician, informed the Commission that the Recruitment and Testing team currently has 28 open recruitments including School Support Secretary, School Support Secretary - Bilingual Spanish, Staff Secretary, Staff Secretary - Bilingual Spanish and are in the final testing process for the Business Development & Marketing Specialist. Mrs. Armas continued by stating that they have produced eligibility lists, including the Intermediate Office Assistant (IOA) series, Executive Director, Facilities Development & Planning and the Administrator, K-16 Collaborations & External Programs.

Dale Culton, Certification Services Manager, informed the Commission that they have discovered an error code in the AESOP system that has only affected Nutrition Services and Jesus Rios Jr., Human Resources Supervisor and Aaron Dominguez, Human Resources Technician, are addressing the issue. Anne Follete, Human Resources Technician, explained the current status of vacancies for the Intermediate Office Assistant positions throughout the district, noting that there is a greater need for the Bilingual Spanish positions at this time.

Terence Ulaszewski, Personnel Commissioner, asked about the four different classifications for the Intermediate Office Assistant (IOA) series. Mr. Kato noted that there does appear to be an overlap and that combining and/or eliminating some of them will be considered in the future.

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 1-6 and approve items 7-14 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 Kids' Club Assistant
2. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
3. **RATIFY** job announcement bulletin for Maintenance Director
4. **RATIFY** job announcement bulletin for Nutrition Services Operations & Training Specialist
5. **RATIFY** job announcement bulletin for Plant Supervisor – High School
6. **RATIFY** job announcement bulletin for Senior Accounting Assistant
7. **APPROVE** the certification of Child Care Worker eligibility list 19-0114-5258 established 09/10/2019

8. **APPROVE** the certification of Child Care Worker eligibility list 19-0149-5258 established 09/10/2019
9. **APPROVE** the certification of Child Care Worker eligibility list 20-0007-5258 established 09/10/2019
10. **APPROVE** the certification of Executive Director, Facilities Development & Planning eligibility list 19-0152-5084 established 09/06/2019
11. **APPROVE** the certification of Intermediate Office Assistant eligibility list 19-0121-0673 established 09/04/2019
12. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 19-0122-5050 established 09/04/2019
13. **APPROVE** the certification of Intermediate Office Assistant – Schools eligibility list 19-0123-3354 established 09/04/2019
14. **APPROVE** the certification of Intermediate Office Assistant – Schools Bilingual Spanish eligibility list 19-0124-5052 established 09/04/2019

OLD BUSINESS	1. APPROVE the Revisions to the Rules and Regulations of the Classified Service
NEW BUSINESS	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 26, 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 8:28 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 9:00 a.m.