

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

MINUTES

Regular Meeting

January 31, 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, January 17, 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 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; Marie Braunstein, Personnel Analyst; Gregg Robinson, Associate Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resource Technician; Andrea Armas, Human Resources Assistant; Judith Alonso, Human Resources Assistant; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Gilbert Bonilla, CSEA Chapter 2 President; Vaurice Scott, CSEA Vice President-Unit A

MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of December 20, 2018.

<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

Ken Kato, Director, Personnel Commission, announced the California Schools Personnel Commissioners Association (CSPCA) Conference will be starting up Thursday, February 7 – Sunday, February 10, 2019. The Southern California group is hosting the event this year. Staff from LBUSD Personnel Commission will be

attending. On Friday Maria Braunstein and Mr. Kato will be presenting Long Beach Unified School Districts New Employee Orientation.

Greggory Robinson, Associate Personnel Analyst, reported that he and Maria Braunstein, Personnel Analyst, went to Catalina to recruit and test for Custodian, IA Special, Nutrition Services Worker. Tested for all positions and have at least one person per position. Mr. Robinson and Ms. Braunstein went to Maintenance Wednesday, January 30, to test. Mr. Robinson and Ms Braunsten also met with Nutritionist to open up all supervisory positions. Currently there are 27 recruitments.

Dale Culton, Certification Services Manager, announced that, the Recreation Aide project is over. Mr. Culton thank the two temporary workers, Sharon Onorati and Blanca Martinez for all their help with the Recreation Aide Unit.

Mr. Kato reported that in recent weeks approximately 750 Recreation Aides and Child Care Workers have been reprocessed as classified employees. In addition, approxim Mr. Kato announced that he received notification from the California Department of Education that Tom Torlakson, State Superintendent of Public Education, approved the reappointment of Sheryl Bender as a member of Long Beach Unified School District's Personnel Commission through December 1, 2021.

Ms. Leaming, Personnel Analyst, informed the Commission that she held a CPR/First Aid session at Buffum Total Learning Center (TLC) and trained forty-eight (48) of the staff and will be heading to the TRC for the next session.

Ms. Leaming announced there will be a CalPERS Retirement Planning Workshop on Tuesday March 5, 2019, from 2:00 pm to 4:30 pm at Personnel Commission.

Susan Leaming, Personnel Analyst, notified the Commission that the Instructional Aide-Special job study is moving forward. Ms. Leaming mentioned that so far 59 employees that have volunteered to participate in a focus group to update their job description. There will be a minimum of 14 focus groups at 8 sites throughout the District.

## CONSENT AGENDA

After discussion, a motion was made by Mr. Ulaszewski and seconded by Ms. Bender, and the motion carried to ratify and approve the Consent Agenda items 1-23.

1. **APPROVE** the certification of Child Care Worker eligibility list 19-0084-5258 established 01/16/2019
2. **APPROVE** the certification of Electronics Technician eligibility list 19-0046-0110 established 01/15/2019

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

OLD BUSINESS	None
NEW BUSINESS	1. <b>DISCUSS</b> the following: Revisions to the Rules and Regulations of the Classified Service (First Reading).
OTHER ITEMS	<p>Mr. Kato gave recognition to the two (2) substitute workers that assisted the recreation aide unit, Blanca Martinez and Sharon Onorati and Andrea Armas, Human Resource Assistant for all their help.</p> <p>Mr. Kato introduced the new CSEA Chapter 2 President, Gilbert Bonilla.</p>
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 14, 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 8:41 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 8:41 Recognition of the Recreation Aide Information Unit staff for their service in the Long Beach Unified School District Personnel Commission. a.m. with the consent of the members.