

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

MINUTES

Regular Meeting

June 06, 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, June 6, 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
Linda Vaughan

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Gregg Robinson, Associate Personnel Analyst; Pamela Brackman, Senior Administrative Secretary; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Judith Alonso, Human Resource Assistant, Aaron Dominguez, Human Resource Technician; Anne Follett, Human Resource Technician; Oralía Leyva Leonor, Human Resource Technician; Vanessa Ortiz, Human Resource Technician; Silaue Taeleifi, Human Resource Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Elliot Moore, Instructional Aide-Special. Alan Reising, Executive Director, Facilities, Development & Planning

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 May 23, 2019.

<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

Feedback from an Instructional Aide–Special regarding the Instructional Aide–Special classification study was addressed to the Commissioners as an informational item.

PUBLIC HEARD

Elliott Moore, Instructional Aide-Special presented written correspondence to the Commissioners regarding concerns with the job family study for Instructional Aide-Special.

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that there were over 500 classified staff members in attendance at the annual Classified Employee Celebration held on May 24. Mr. Kato thanked the Personnel Commission, Certificated and Classified staff for volunteering their help. Mr. Kato continued that Pamela Auman, Speech-Language Pathology Assistant, was named Employee of the Year and will be presented at the Board of Education meeting on June 19.

Mr. Kato informed the Commission that the California School Personnel Commissioners Association (CSPCA) Annual Conference is being held in San Francisco on February 2020.

Maria Braunstein, Personnel Analyst, informed the Commission that there are 17 recruitments currently open, and a vacant Human Resource Technician position in Recruitment and Testing was filled by current staff member, Andrea Armas. Ms. Braunstein stated that she appreciated all the hard work from the entire Recruitment and Testing staff.

Dale Culton, Certification Services Manager, informed the Commission that the last day of school instruction is June 13 for students, June 14 for faculty and June 21 for transitional staff. Staff is continuing work on filling school vacancies over the summer. Mr. Culton continued that he and Mary Cates, Human Resource Supervisor, attended a meeting with the Payroll, Information Services and HRS departments to go over changes in the new payroll system. The new system begins in July.

Mary Cates, Human Resource Supervisor, informed the Commission that letters of summer assignments were sent out. Ms. Cates continued that any regret of assignment letters would not be sent out until later per request of Special Education for Instructional Aid-Specials.

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 approve items 1-4 on the Consent Agenda.

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

1. **APPROVE** the certification of Campus Security Officer-Avalon eligibility list 19-0133-5051 established 06/07/2019
2. **APPROVE** the certification of District Security Officer eligibility list 19-0119-5202 established 05/31/2019
3. **APPROVE** the certification of Instructional Aide-Special eligibility list 19-0125-0448 established 05/23/2019

4. **APPROVE** the certification of Recreation Aide-Avalon eligibility list 19-0130-5255 established 06/07/2019

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the creation of Assistant Public Information Director classification and allocate the classification to 46(M2).

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the new Assistant Public Information Director classification.

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

2. **ANNOUNCE** Personnel Commission staff for years of service

Following discussion, Mr. Kato presented service year pins to the Commission employees that have served 20, 25, and 30 years with the Long Beach Unified School District.

3. **ANNOUNCE** the Personnel Commission Employee of the Year

The announcement of the Personnel Commission Employee of the Year was moved to the June 20, 2019 meeting agenda

4. **APPEAL** of disqualified applicant 6685013

5. **APPEAL** of disqualified applicant 27622549

The Commission moved New Business item 4 and 5 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 20, 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 8:32 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:26 a.m. and the following actions were taken:

1. A motion was made by Mr. Ulaszewski and seconded by Ms. Vaughan and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 6685013 from current eligibility

list, however the Commission determined that this removal should not be a permanent bar and invites the candidate to reapply.

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

2. A motion was made by Mr. Ulaszewski and seconded by Ms. Vaughan and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 27622549 from current eligibility list, however the Commission determined that this removal should not be a permanent bar and invites the candidate to reapply.

<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 9:27 a.m.