

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

MINUTES

Regular Meeting

March 14, 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, March 14, 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; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resource Technician; Oralia Leyva Leonor, Human Resource Technician; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice President - Unit B; Tai Felder, Poly High School.

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 February 28, 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

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that 102 employees attended the March 5th CalPERS retirement workshop. For the first time, representatives from the Retired Public Employees' Association of California (RPEA) were in attendance and set up an informational table in the auditorium.

Mr. Kato informed the Commission that he spoke about the Personnel Commission and the merit system at a recent Aspiring Principal Meeting.

Mr. Kato reported that two New Employee Orientation sessions were held on March 11, 2019.

Mr. Kato announced that he and Christopher Steinhauser, Superintendent of Schools, attended a recent Confidential and Supervising Secretaries Association (CASSA) meeting to address their questions regarding classified employment.

Mr. Kato informed the Commission that Recruitment and Testing currently is working on 27 different exams including several director-level positions.

Mary Cates, Human Resources Supervisor, informed the Commission that to date, over 850 summer employment applications have been turned in for the School Enrichment and Learning (SEAL) program. Applications may be submitted through the employee portal until 4:30 pm, March 15th. Employees can also use the computer kiosks in the Personnel Commission's lobby to complete an online application. Any applications turned in after 4:30 pm, March 15th, will be accepted but marked late.

Mr. Kato informed the Commission that Susan Learning, Personnel Analyst, was conducting focus groups today for the Instructional Aide-Special job study at Cabrillo High School. The job study is expected to be completed by the end of the fiscal year.

CONSENT AGENDA

After discussion, a motion was made by Mr. Ulaszewski, and seconded by Ms. Bender, and the motion carried to approve the Consent Agenda items 1-7.

1. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
2. **APPROVE** the certification of Nutrition Services Worker - Avalon eligibility list 19-0063-5068 established 2/15/2019
3. **APPROVE** the certification of Instructional Aide-Special – Avalon eligibility list 19-0062-0448 established 2/28/2019
4. **APPROVE** the certification of Custodian – Avalon eligibility list 19-0064-0139 established 02/28/2019
5. **APPROVE** the certification of Recreation Aide – Avalon eligibility list 19-0073-5255 established 02/28/2019
6. **APPROVE** the certification of School/Community Liaison - BL Spanish eligibility list 19-0037-5178 established 3/6/2019
7. **APPROVE** the certification of Instructional Aide-Special eligibility list 19-0085-0448 established 3/5/2019

<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. **APPEAL** of disqualified applicant 35136300
 2. **APPEAL** of disqualified applicant 8217687
 3. **APPEAL** of disqualified applicant 38781211

Appellant 35136300 was in attendance and presented their appeal to the Commission in open session. The Commission moved New Business Items 2 & 3 to closed session.

OTHER ITEMS- None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 28, 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 8:39 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:09 a.m.

1. 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 recommendation allowing Disqualified Applicant ID 35136300 to retest.

<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. Bender and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation allowing Disqualified Applicant ID 8217687 to retest.

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

3. 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 recommendation allowing Disqualified Applicant ID 38781211 to retest.

<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 9:09 a.m.