

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

MINUTES

Regular Meeting

March 28, 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 28, 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, 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; Dale Culton, Certification Services Manager; Gregg Robinson, Associate Personnel Analyst; Connie Ballew, Senior Administrative Secretary (retired); Pamela Brackman, Senior Administrative Secretary; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resource Technician; Anne Follett, Human Resource Technician; Aaron Dominguez, Human Resource Technician; Silaue Taeleifi, Human Resource Technician.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice President - Unit B; Ramona Burton, Campus Security Officer.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of March 14, 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

Ramona Burton, Campus Security Officer. Ms. Burton shared concerns over an issue with another employee.

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that the annual kickoff meeting was held to prepare for the Classified Employee Celebration at the Teachers Resource Center (TRC) on Friday, May 24.

Mr. Kato introduced the Personnel Commission's new Senior Administrative Secretary, Pamela Brackman.

Mr. Kato reported that he attended the recent District Community Advisory Committee meeting (DCAC). School sites designate one parent representative to attend and discuss academic standards and educational opportunities for students.

Mr. Kato attended the Board of Education workshop on March 27 and provided an overview of the workshop presentations to the Commission.

Mr. Kato reported that at their March 27 meeting, the Board of Education approved over 100 layoffs for the Head Start program. The layoffs were approved in the event the program's five (5) year cycle grant funding is not renewed.

Gregg Robinson, Associate Personnel Analyst, reported that there are currently twenty-nine recruitments in various stages of testing. Mr. Robinson reported that a new Human Resources Technician will be starting on April 8 and the Technician will focus on Nutrition Services recruitments. Marilyn Balmer, retired Personnel Analyst, has also been assisting in Recruitment and Testing activities.

Mary Cates, Human Resources Supervisor, informed the Commission that 1,031 applications were submitted on-time for the School Enrichment and Learning program (SEAL). Employees may still submit paper applications after the March 15 deadline but those will be marked as late.

Dale Culton, Certification Services Manager, reported that he participated in a SEAL kickoff meeting with Mr. Kato and other District administrators on Thursday, March 21 to discuss summer employment timelines and procedures. Mr. Culton announced that Mary Cates, Human Resource Supervisor, will be retiring the end of June.

Mr. Kato informed the Commission that Susan Leaming, Personnel Analyst, was conducting focus groups today with Instructional Aide – Specials at a school site. Mr. Kato mentioned he attended two focus groups at Tucker Administrative Offices and the meetings went well as the employees seemed to enjoy participating and discussing their jobs.

Mr. Kato recognized Connie Ballew, acting Senior Administrative Secretary (retired), for her work and efforts to assist the Commission. Ms. Ballew thanked Commission staff and mentioned how much she enjoyed working at the Commission.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-7.

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

1. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
2. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor
3. **RAFIFY** job announcement bulletin for District Security Officer
4. **RAFIFY** job announcement bulletin for Custodian
5. **APPROVE** the certification of Pool Operator eligibility list 18-0098-5241 established 3/15/2019
6. **APPROVE** the certification of School Safety Supervisor eligibility list 19-0070-5016 established 3/27/2019
7. **APPROVE** the certification of Instructional Aide-Special eligibility list 19-019-0448 established 3/20/2019

OLD BUSINESS

None

NEW BUSINESS

1. **DISCUSS** a Public Hearing date for proposed Personnel Commission Budget for 2019-2020

Following discussion, the Public Hearing date for the proposed Personnel Commission Budget for 2019-2020 was scheduled on Thursday, April 11, 2019 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood. A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve New Business item 1.

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

2. **APPROVE** Meeting Dates for Personnel Commission 2019-2020

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve the meeting dates as scheduled and they will make adjustments during the year as needed. Mr. Kato clarified that the July 4, 2019 and January 2, 2020 meetings will be removed from the meeting dates and may be rescheduled if needed.

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

3. **APPROVE** the following:

Abolish the classification of Student Store Assistant

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve New Business item 3.

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

4. **APPEAL** of disqualified candidate 2889496

The Commission moved New Business item 4 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 11, 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 8:42 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:55 a.m and the following action was taken:

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 candidate 2889496 to retest in one year.

<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 9:00 a.m.