

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

MINUTES

Regular Meeting

January 17, 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; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resource Technician; Judith Alonso, Human Resources Assistant; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Osvaldo Rios, Acting CSEA Chapter 2 President.

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

Mr. Kato reported that in recent weeks approximately 750 Recreation Aides and Child Care Workers have been reprocessed as classified employees. In addition, approximately 65 Recreation Aide and Child Care Worker substitutes have been reprocessed. Recruitment and Testing has been running multiple testing sessions for the new Recreation Aide and Child Care Worker classifications in order to fill regular positions and to expand the substitute pool.

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.

Dale Culton, Certification Services Manager, explained that in addition to processing Recreation Aides and Child Care Workers, there is the task of getting those employees online for payroll purposes.

Mary Cates, Human Resources Supervisor, informed the Commission that the Summer School/Extended School Year program has been renamed the School Enrichment And Learning (SEAL) program. Ms. Cates explained that the online application process for summer work will now also include Recreation Aides. Ms. Cates noted that this year the SEAL program will be expanded to eighteen (18) elementary schools, seven (7) middle schools and six (6) comprehensive high schools.

Susan Leaming, Personnel Analyst, notified the Commission that the Instructional Aide-Special job study is moving forward. Ms. Leaming mentioned that so far 56 employees that have volunteered to participate in a focus group to update their job description.

Ms. Leaming informed the Commission that there are two (2) sessions of CPR/First Aid scheduled on January 29, 2019 at the Buffum Total Learning Center (TLC) and two (2) more sessions are scheduled for February 1, 2019 at the Teacher Research Center (TRC).

Ms. Leaming introduced Judith Alonzo as the Personnel Commission's new Human Resources Assistant. Ms. Alonzo told the Commissioners about her background and stated how happy she is to be a part of the Personnel Commission team.

Mr. Kato introduced Osvaldo Rios, Acting CSEA Chapter 2 President, who is filling in for Gilbert Bonilla, CSEA Chapter 2 President until further notice.

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. **RATIFY** job announcement bulletin for Child Care Worker
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
3. **RATIFY** job announcement bulletin for School Safety Supervisor
4. **APPROVE** the certification of Assistant Maintenance Director eligibility list 19-0051-0504 established 1/03/2019
5. **APPROVE** the certification of Behavior Intervention Assistant eligibility list 19-0038-5216 established 1/18/2019

6. **APPROVE** the certification of Child Care Worker eligibility list 19-0081-5258 established 1/14/2019
7. **APPROVE** the certification of Child Care Worker eligibility list 19-0082-5258 established 1/14/2019
8. **APPROVE** the certification of Child Care Worker eligibility list 19-0083-5258 established 1/14/2019
9. **APPROVE** the certification of Custodian eligibility list 19-0043-0139 established 12/31/2018
10. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 19-0013-3345 established 12/26/2018
11. **APPROVE** the certification of Elementary School Office Supervisor (Promo) eligibility list 19-0013-3345 established 12/26/2018
12. **APPROVE** the certification of Recreation Aide eligibility list 19-0057-5255 established 12/31/2018
13. **APPROVE** the certification of Recreation Aide eligibility list 19-0059-5255 established 12/31/2018
14. **APPROVE** the certification of Recreation Aide eligibility list 19-0065-5255 established 12/31/2018
15. **APPROVE** the certification of Recreation Aide eligibility list 19-0074-5255 established 12/31/2018
16. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 19-0056-5257 established 12/31/2018
17. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 19-0058-5257 established 12/31/2018
18. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 19-0072-5257 established 12/31/2018
19. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 19-0067-5261 established 12/31/2018
20. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 19-0075-5261 established 1/2/2019
21. **APPROVE** the certification of Recreation Leader – WRAP Expanded Learning eligibility list 19-0068-5262 established 12/31/2018

22. **APPROVE** the certification of Recreation Leader – WRAP Expanded Learning eligibility list 19-0076-5262 established 1/2/2019
23. **APPROVE** the certification of Technology Field Operations Supervisor eligibility list 19-0053-5249 established 1/11/2019

<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 None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 31, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION None

OPEN SESSION None

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:30 a.m. with the consent of the members.