

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

MINUTES

Regular Meeting

December 6, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, December 6, 2018 at 8:24 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; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Gregg Robinson, Associate Personnel Analyst; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; James Kruse, CSEA Vice President-Unit A; Chester Davidson, CSEA Chapter 2 Vice-President-Unit B.

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 November 11, 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

Kenneth Kato, Executive Officer, informed the Commission that he is working with staff to address the changing District needs for Recreation Aides, Recreation Leaders and similar classifications. Mr. Kato has organized multiple information sessions and meetings with school staff to notify school sites and offices of changes in the law regarding these classifications and assisting school sites to determine their staffing

needs. There are also three (3) temporary staff members who have been hired to assist with this project.

Mr. Kato announced that at the Board of Education Meeting, December 5, 2018, Val Pharr was recognized as a retiree.

Mr. Kato informed the Commission that the California School Personnel Commissioners Association Annual Conference is going to be in Anaheim at the Paradise Pier Hotel. Mr. Kato is on the committee for the conference and registration has started.

Maria Braunstein, Personnel Analyst, reported recruitment and testing is working on 38 active recruitments. Ms. Braunstein introduced Gregg Robinson, Associate Personnel Analyst. Mr. Robinson informed the Commission that he previously worked in the financial services sector and recently obtained his graduate degree in Industrial Organizational Psychology. He is excited to join the team at Long Beach Unified.

Dale Culton, Certification Services Manager, mentioned that he is also working with school sites and offices to assist in establishing positions and processing those Recreation Aides and Leaders who are being brought into the regular classified service.

Susan Leaming, Personnel Analyst, reported that the Instructional Aide – Special job study is moving forward. Ms. Leaming informed the Commission that she recently conducted kickoff meetings with Special Education administration, CSEA leadership, and the outside consultant assigned to the project. Instructional Aide – Special employees were sent a packet of information regarding the study, which included an introduction letter, a frequently asked questions sheet, and a form to volunteer to be a part of a focus group to discuss their job description. The goal of the study is to obtain a sampling of about 10-15% of employees in the class. The deadline to submit the focus group volunteer form is December 21, 2018.

CONSENT AGENDA

After discussion, Mr. Kato pointed out item number 4, School/Community Liaison-BL Spanish, had a spelling error. A motion was made by Mr. Ulaszewski and seconded by Ms. Bender, and the motion carried to ratify and approve the amended Consent Agenda items 1-8 and 9-15 with the correction to item number 4.

1. **RATIFY** job announcement bulletin for Electronics Technician
2. **RATIFY** job announcement bulletin for Building Maintenance Worker
3. **RATIFY** job announcement bulletin for Building Maintenance Worker-Driver
4. **RATIFY** job announcement bulletin for School/Community Liaison-BL Spanish
5. **RATIFY** job announcement bulletin for Recreation Aide

6. **RATIFY** job announcement bulletin for Recreation Aide-Kids' Club
7. **RATIFY** job announcement bulletin for Technology Field Operations Supervisor
8. **RATIFY** job announcement bulletin for Nutrition Services Payroll Technician
9. **RATIFY** job announcement bulletin for Fiscal Services Analyst
10. **RATIFY** job announcement bulletin for Assistant Maintenance Director
11. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager
12. **APPROVE** the certification of Library/Media Assistant 19-0032-0465 eligibility list established November 19, 2018
13. **APPROVE** the certification of Middle School Office Supervisor 19-0014-3357 eligibility list established November 19, 2018
14. **APPROVE** the certification of High School Office Supervisor 19-0015-3349 eligibility list established November 18, 2018
15. **APPROVE** the certification of Instructional Aide-Special eligibility list established December 5, 2018

<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

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 New Business item 1.

1. **APPROVE** the following:
 Reestablish the classification of Business Branch Director at salary range 55 (M2)
 Adopt the revised title and classification specification of Business Services Director
 Create the classification of Assistant Business Services Director
 Allocate the Assistant Business Services Director classification to salary range 46 (M2)

The Commission moved items 2-5 of New Business to Closed Session.

2. **APPEAL** of a Disqualified Applicant ID 35753265
3. **APPEAL** of a Disqualified Applicant ID 1664708
4. **APPEAL** of a Disqualified Applicant ID 32445314
5. **APPROVE** the recommendation to remove from eligibility list ID 30409128

OTHER ITEMS

Val Pharr expressed appreciation to those that attended her retirement event. She spoke of continuing her service with CSEA. Commissioner Ulaszewski expressed his gratitude to Ms. Pharr for all her hard work over the years.

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 20, 2018 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 8:45 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:00 a.m. The following reportable actions were taken:

2. A motion was made by Ms. Bender, and seconded by Mr. Ulaszewski and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation allowing Disqualified Applicant ID 35753265 to retest in six (6) months.

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

3. A motion was made by, Ms. Bender and seconded by Mr. Ulaszewski and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation allowing Disqualified Applicant ID 16647098 to retest in six (6) months.

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

4. A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation allowing Disqualified Applicant ID 32445314 to retest in twelve (12) months.

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

5. A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to allow Disqualified Applicant ID 30409128 to retest in twelve (12) months.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:31 a.m. with the consent of the members.