

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

MINUTES

Regular Meeting

August 30, 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, August 30, 2018 at 8:17 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: Linda Vaughan
Terence Ulaszewski

SWEARING IN OF
NEW PERSONNEL
COMMISSIONER

Kenneth Kato, Executive Officer, administered the Oath of Office to Personnel Commissioner-elect, Sheryl Bender, who was appointed for the term ending November 30, 2018.

Chairperson Linda Vaughan welcomed Ms. Bender and said she is looking forward to working together.

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Susan Follmuth, Human Resources Technician; Oralia Leyva, Human Resources Technician; and Silaue Taeleifi, Human Resources Technician.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice President-Unit B; Brittany Jones, CSEA Labor Relations Representative; and Stacey Lewis.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of August 16, 2018.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that Mc Kinley Elementary School students started attending the Monroe site on August 29, 2018.

Mr. Kato reported that he and Dale Culton, Certification Services Manager, attended the Superintendent's Management Team Meeting at Cabrillo High School and presented on filling Vacancy Assignments (VA's) to principals.

Maria Braunstein, Personnel Analyst, listed 32 current recruitments in various stages and notified the Commission of 15 recruitments to be opened. Ms. Braunstein gave accolades to the recruitment and testing staff for all their hard work.

Mary Cates, Human Resources Supervisor, updated the Commission regarding ongoing Vacancy Assignment (VA) processing efforts to assure employee information is accurate online. Ms. Cates thanked staff for working diligently from close of school, through the summer heat, and to the opening of the new school year.

Dale Culton, Certification Services Manager, thanked staff for all their hard work.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-9; Item 10 was pulled from the Consent Agenda.

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Accounting Technician
3. **RATIFY** job announcement bulletin for Instructional Aide-Instrumental Music
4. **APPROVE** the certification of Custodian 18-0106-0139 eligibility list established August 31, 2018
5. **APPROVE** the certification of District Security Officer 18-0125-5202 eligibility list established August 31, 2018
6. **APPROVE** the certification of Kids' Club Assistant 18-0108-0694 eligibility list established August 21, 2018 (REVISED)
7. **APPROVE** the certification of Kids' Club Lead Assistant 18-0107-0515 eligibility list established August 21, 2018
8. **APPROVE** the certification of School Support Secretary 19-0012-3361 eligibility list established August 31, 2018
9. **APPROVE** the certification of School Safety Officer 18-0092-5014 eligibility list established August 23, 2018

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

Item 10 was removed from the Consent Agenda.

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the extension of eligibility list of Heavy Truck Driver 18-0004-0187

Following a clerical correction, 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>
Linda Vaughan	X		
Terence Ulaszewski	X		
Sheryl Bender	X		

2. **APPROVE** the extension of eligibility list of Intermediate Accounting Assistant 18-0007-0755 established September 6, 2017

Following a clerical correction, 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 2.

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 13, 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 8:35 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:58 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:02 a.m. with the consent of the members.