

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
1515 Hughes Way
Long Beach, CA 90810

MINUTES
Regular Meeting

September 24, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, September 24, 2020 at 8:15 a.m. in Room 142 at 1515 Hughes Way, Long Beach, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

ROLL

A quorum of the Personnel Commission was in telephonic attendance as established by roll call:

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; Ashleigh Fernando, Senior Administrative Secretary (Acting); Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Silaue Taelifi, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Vaurice Scott, CSEA Chapter 2 Vice President – Unit A; Chester Davidson, CSEA Chapter 2 Vice President – Unit B; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of September 10, 2020.

<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, thanked Francelia Wilbert, Area Custodial Manager, and Jonathan Mendoza, Custodial Services Inspector, for their recent visits to Personnel Commission to review cleaning practices in regards to the pandemic. Mr. Kato recognized Noel Aguirre, Plant Supervisor I and Peter Kim, Custodian for their efforts to assure the updated cleaning requirements are properly implemented. Mr. Kato mentioned that Mr. Aguirre and Mr. Kim have been very responsive to the increased requests for cleaning of meeting rooms and offices.

Mr. Kato thanked Jung Eun Park, Human Resources Analyst II, from the Los Angeles County Office of Education (LACOE) for her work running the recent Personnel Analyst recruitment on behalf of the Personnel Commission. Mr. Kato stated Ms. Park worked well with Commission staff and he is thankful for having such a good working relationship with LACOE.

Lastly, Mr. Kato informed the Commissioners that the Personnel Commissioners Association of Southern California (PCASC) is hosting a legal update via Zoom with attorney Kristine Kwong on Friday, October 16th for PCASC members and the link will be available to them.

Maria Braunstein, Personnel Analyst, reported on the various recruitments in progress. Ms. Braunstein mentioned she will continue to work with the Long Beach School for Adults by assisting students enrolled in the Building Maintenance Custodial Services course currently offered via Zoom. Ms. Braunstein explained that staff assists students setting up online accounts in NEOGOV and conducts application reviews to assure the completeness of their online applications. Students that successfully complete the course are eligible to apply for Custodian with the Long Beach Unified School District. Ms. Braunstein also discussed exploring methods of safely conducting in-person performance exams and that she is working with staff from the City of Los Angeles to establish protocols on how performance examinations will be conducted.

Jesus Rios Jr., Employment Services Supervisor, thanked staff for their continued work fingerprinting and processing candidates to assure schools are fully staffed. Mr. Rios Jr. recognized Silaue Taeleifi, Human Resources Technician, for assisting with the classified substitute desk, evaluations, and training Oralia Leyva, Human Resources Technician, who accepted a transfer to the desk from the Recruitment and Testing Unit. Mr. Rios welcomed Ms. Leyva and mentioned he has already received positive feedback from school site staff who have worked with her.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Kids' Club Supervisor I,II, III
2. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I (Revised)
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II (Revised)
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III (Revised)

5. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW4-5258 established 09/15/2020
6. **APPROVE** the certification of District Security Officer eligibility list 21-0010-5202 established 09/23/2020
7. **APPROVE** the certification of District Security Officer eligibility list 21-0016-5202 established 09/23/2020
8. **APPROVE** the certification of Head Start Instructional Aide eligibility list 21-0004-0657 established 09/21/2020
9. **APPROVE** the certification of Instructional Aide - Educare eligibility list 21-0002-5205 established 09/21/2020

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-9 on the Consent Agenda.

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

OLD BUSINESS

1. **APPROVE** the following:
Revision to the Rules and Regulations of the Classified Service, Rule 8.1.J.4 (Second Reading)

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve Old Business item 1.

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

NEW BUSINESS

1. **APPROVE** the extension of Elementary School Office Supervisor 20-0049-3345 eligibility list established 11/12/2019

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was 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		
Linda Vaughan	X		
Terence Ulaszewski	X		

2. **APPROVE** the extension of Purchasing Assistant 20-0026-5129 eligibility list established 10/24/2019
3. **APPROVE** the extension of School Support Secretary 20-0037-3361 eligibility list established 10/31/2019
4. **APPROVE** the extension of School Support Secretary – BL Spanish 20-0036-5159 eligibility list established 10/31/2019
5. **APPROVE** the extension of Staff Secretary 20-0016-3364 eligibility list established 10/16/2019
6. **APPROVE** the extension of Staff Secretary – Bilingual Spanish 20-0031-5085 eligibility list established 10/16/2019

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business items 2-6.

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

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 8 at 8:15 a.m. at 1515 Hughes Way, Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:29 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:55 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:56 a.m.