

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, CA 90813

MINUTES
Regular Meeting

September 9, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, September 9, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast 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, Terence Ulaszewski.

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; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Associate Personnel Analyst; Andrea Armas, Associate Personnel Analyst; Vanessa Ortiz, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS
TELEPHONICALLY
PRESENT

Julia Plascencia, CSEA Labor Relations Representative; Gilbert Bonilla Jr, CSEA Chapter 2 President; Gary Marshall, Multimedia Technology Supervisor; Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of August 26, 2021.

<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, shared that the school year has begun in the District and the focus is to staff schools. Mr. Kato explained that the Personnel Commission

office has been designated as a COVID-19 screening site for employees at Monroe. The screening of employees will occur every week.

Maria Braunstein, Personnel Analyst, shared there are 39 recruitments in progress, and 26 pending. Ms. Braunstein thanked Judith Alonso, Interim Associate Personnel Analyst, and Andrea Armas, Interim Associate Personnel Analyst for managing the many tasks that were assigned to them in her absence. Ms. Braunstein mentioned Anne Follett, Human Resources Technician, and Aisha Alex, Human Resources Assistant have been assisting on the recruitment and processing of the Intermediate Office Assistants. Ms. Braunstein shared that the recruitment for Intermediate Office Assistant has received over 100 applications and will run continuously until the site needs are met. Ms. Braunstein thanked all of the Personnel Commission team for moving forward with all recruitments and staffing sites.

Jesus Rios Jr., Employment Services Supervisor, shared that it has been a very busy time as they continue to work on certification lists, processing vacancies, hourly election assignments, providing eligibility lists to sites, fingerprinting and processing new hires. Mr. Rios recognized Anne Follett, Human Resources Technician, for the work on filling the Intermediate Office Assistant provisional and the Instructional Aide - Special vacancies. Mr. Rios shared that the special education department has communicated that Ms. Follett is a wonderful employee. Mr. Rios thanked Silaue Taelifi, Human Resources Technician, and Vanessa Ortiz, Human Resources Technician, for their continuous work efforts.

Dale Culton, Certification Services Manager, explained that late Thursday afternoon Personnel Commission was tasked to send out letters to all substitutes about the COVID-19 procedures that would be effective Tuesday and with Monday being a holiday, time was limited. Mr. Culton shared that over 800 letters were folded, stamped, and mailed to the substitutes. Mr. Culton thanked the certification staff for a job well done.

Mr. Kato shared that the first meeting in October will be back in-person at the Personnel Commission office.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Intermediate Office Assistant
2. **RATIFY** job announcement bulletin for Recreation Aide – Kids’ Club
3. **RATIFY** job announcement bulletin for Student Data Systems Specialist
4. **RATIFY** job announcement bulletin for Student Data Systems Specialist – Revised
5. **RATIFY** job announcement bulletin for Translator – Interpreter - BL Spanish
6. **APPROVE** the certification of Catalina Island – Campus Staff Assistant eligibility list 22-0034-5288 established 09/03/2021
7. **APPROVE** the certification of Catalina Island – Recreation Aide eligibility list 21-0093-5255 established 08/31/2021

8. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW1-5258 established 06/03/2021
9. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW2-5258 established 06/29/2021
10. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW3-5258 established 07/20/2021
11. **APPROVE** the certification of District Security Officer eligibility list 22-0006-5202 established 09/10/2021
12. **APPROVE** the certification of Instructional Aide – Special Avalon eligibility list 22-0005-0448 established 09/03/2021
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 21-0162-0448 established 08/31/2021
14. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0012-0448 established 08/31/2021
15. **APPROVE** the certification of Kids' Club Assistant eligibility list 21-0166-0694 established 08/31/2021
16. **APPROVE** the certification of Laborer eligibility list 21-0147-0204 established 09/08/2021
17. **APPROVE** the certification of Maintenance Manager eligibility list 21-0167-0567 established 09/08/2021
18. **APPROVE** the certification of Maintenance Team Lead eligibility list 22-0003-5283 established 09/03/2021
19. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0019-5068 established 09/10/2021
20. **APPROVE** the certification of Recreation Aide eligibility list 22-0013-5255 established 09/10/2021
21. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 22-0014-5257 established 09/09/2021
22. **APPROVE** the certification of School/Community Liaison – BL Spanish eligibility list 21-0146-5178 established 09/10/2021
23. **APPROVE** the certification of Staff Secretary – Bilingual Spanish eligibility list 21-0149-5085 established 09/03/2021

24. **APPROVE** the certification of Sr. Accounting Assistant eligibility list 21-0164-0760 established 09/10/2021

25. **APPROVE** the certification of Sr. Payroll Accounting Technician eligibility list 21-0165-0762 established 09/10/2021

Following discussion a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-5, and approve items 6-25 on the Consent Agenda.

<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 1. **APPROVE** the Creation of a New Classification – General Counsel

Following discussion, an amended motion for New Business Item 1, the creation of a New Classification of General Counsel and allocation of salary range 72 was made by Linda Vaughan, seconded by Sheryl Bender, 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>
Terence Ulaszewski	X		
Linda Vaughan	X		
Sheryl Bender	X		

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 23, 2021 at 8:15 a.m. at 880 Locust Ave. 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 8:32 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:27 a.m. with no reportable actions taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:28 a.m.