

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

MINUTES
Regular Meeting

July 29, 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, July 29, 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; Gregory Robinson, Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Associate Personnel Analyst; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Kaitlyn, Work Experience Student/student intern.

GUESTS
TELEPHONICALLY
PRESENT

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 July 15, 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, reported that the Personnel Commission continues to move forward with recruitments as we ready for the upcoming school year. Mr. Kato introduced Kaitlyn, Work Experience Student/student intern, who is an incoming

senior from Millikan High School. Mr. Kato mentioned that this is the first time in a decade that Personnel Commission has hosted a student intern. Mr. Kato shared that Kaitlyn has been a great addition as she learns different aspects of the Personnel Commission and assisted in creating an ad for Nutrition Services Worker social media marketing.

Kaitlyn, Work Experience Student/student intern, introduced herself and shared that she is a senior and attends the Millikan High School PEACE program. Kaitlyn explained that the PEACE program is a school organization that focuses on law, and conducts mock trials.

Greggory Robinson, Personnel Analyst, reported the Recruitment and Testing Unit has 42 open recruitments, 23 pending recruitments, 10 in exam development, six (6) in scoring, four (4) in testing, and 22 accepting applications. Mr. Robinson shared that Personnel Commission continues to work on increasing the recruitment efforts by working with the Office of Multimedia Services. Mr. Robinson mentioned that Personnel Commission has been given access to a LinkedIn page and Maria Braunstein, Personnel Analyst, will be coordinating efforts with higher-level positions, which could be effective in recruitment. Mr. Robinson also shared that Kaitlyn, Work Experience Student/student intern, helped with the Nutrition Services ad that was shared on District social media pages.

Jesus Rios Jr., Employment Services Supervisor, thanked the staff for all the work with summer school, as it was an immense program this year. Mr. Rios shared the last day of the Summer school program is July 30, 2021. Mr. Rios reported the unit is continuing to send out eligibility lists, certification lists, as well as processing and fingerprinting new employees. Mr. Rios mentioned the 220-day employees will be returning within the next three weeks and staff is working hard to fill vacancies.

Terence Ulaszewski, Personnel Commissioner, mentioned that the summer school program is large, tedious, and a very detailed task to staff. Mr. Ulaszewski shared his appreciation to all the staff for pulling together to have a successful summer school program and the upcoming school year. Mr. Ulaszewski commented that the Personnel Commission has hired this year for summer school as many employees that another District may hire for the normal school year.

Mr. Kato wished Mr. Ulaszewski a happy birthday.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Emergency Preparedness Program Manager
2. **RATIFY** job announcement bulletin for Job Developer
3. **APPROVE** the certification of Administrator, Facilities, Development and Planning eligibility list 21-0111-5210 established 07/27/2021
4. **APPROVE** the certification of Child Nutrition Specialist eligibility list 21-0148-3322 established 07/27/2021

5. **APPROVE** the certification of Custodian eligibility list 21-0122-0139 established 07/19/2021
6. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 21-0140-3345 established 07/23/2021
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 21-0139-0448 established 07/22/2021
8. **APPROVE** the certification of Kids' Club Supervisor I eligibility list 21-0032-3266 established 07/29/2021
9. **APPROVE** the certification of Kids' Club Supervisor II eligibility list 21-0033-3267 established 07/29/2021
10. **APPROVE** the certification of Kids' Club Supervisor III eligibility list 21-0034-3268 established 07/29/2021
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 21-0110-5068 established 07/26/2021
12. **APPROVE** the certification of Purchasing & Contracts Director eligibility list 21-0150-0767 established 07/30/2021
13. **APPROVE** the certification of Recreation Aide eligibility list 22-0001-5255 established 07/26/2021
14. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 21-0160-5257 established 07/26/2021
15. **APPROVE** the certification of School Safety Officer eligibility list 21-0133-5014 established 07/20/2021

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 1-2, and approve items 3-15 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 extension of eligibility list of Senior Office Assistant 20-0097-3363 established February 6, 2020
2. **APPROVE** the extension of eligibility list of Senior Office Assistant BL Spanish 20-0098-5091 established February 6, 2020

3. **APPROVE** the extension of eligibility list of Middle School Office Supervisor 20-0099-3357 established February 24, 2020

Mr. Kato explained there was a typo on dates listed and items 1 and 2 will be extended until February 6, 2022 and item 3 will be extended until November 24, 2021. Following discussion, a blanket motion for New Business Items 1-3 as amended was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Items 1, 2, and 3.

<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, August 12, 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 8:29 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:50 a.m. with no reportable actions taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:51 a.m.