

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

MINUTES
Regular Meeting

August 26, 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, August 26, 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; Ashleigh Fernando, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Aisha Alex, Human Resources Assistant; Kaitlyn, Work Experience Student/student intern.

GUESTS
TELEPHONICALLY
PRESENT

Gilbert Bonilla Jr, CSEA Chapter 2 President; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; 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 12, 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, explained that the Personnel Commission offices underwent a deep cleaning last week. Mr. Kato thanked the operations department for the support to clean the Personnel Commission offices. Mr. Kato and managerial

staff attended the Superintendent's management meeting at Millikan High School last Friday. Mr. Kato shared that it was energizing and a positive experience.

Maria Braunstein, Personnel Analyst, shared there are 45 recruitments in progress, and 21 pending. Ms. Braunstein explained that she and Andrea Armas went to Avalon to complete the testing for the vacant positions. Ms. Braunstein explained that she and Dale Culton, Certification Services Manager, strategized temporary assignments to address the immediate need of intermediate office assistants at sites. The recruitment for Intermediate office Assistant will run continuously until the needs are met. 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 Chris Itson, Assistant Director Marketing and Media Services has shared the recruitment advertisement on social media platforms. Ms. Braunstein thanked Judith Alonso, Associate Personnel Analyst, Andrea Armas, Associate Personnel Analyst, Alejandra Torres, Human Resources Technician, Vanessa Ortiz, Human Resources Technician (Nutrition Services), and Ashleigh Fernando, Human Resources Technician for their continued effort and teamwork.

Jesus Rios Jr., Employment Services Supervisor, shared that it has been a very busy time with the first day of school approaches. Mr. Rios mentioned the unit has been working on certification lists, coaching packets, hourly election assignments, providing eligibility lists to sites, fingerprinting, and processing new hires. Mr. Rios shared that the Special Education department and McBride High School staff recognized Oralía Leyva for all her hard work, ability to go above and beyond, and exceptional customer service at the Substitute desk. Mr. Rios thanked Anne Follett, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; Vanessa Ortiz, Human Resources Technician, for their continued work efforts.

Mr. Kato recognized Vanessa Ortiz she has been working diligently on filling the Nutrition services worker vacancies. Mr. Kato shared that Vanessa worked extra days during the summer to complete recruitments.

Mr. Kato also shared that this is student intern, Kaitlyn's last day as an intern at the Personnel Commission. Mr. Kato thanked Kaitlyn for her work on ads, presentations, and other accomplishments. Kaitlyn, Work Experience Student/student intern, expressed her joy of the time being at the Personnel Commission and thanked staff for the opportunity of having her work as an intern. The commissioners thanked Kaitlyn for her time and work at the Personnel Commission and wished her continued success with school and her future career.

Mr. Ulaszewski thanked the entire staff for their hard work in recruitment and testing and on the certification side to provide careers to employees that are being hired as the District's legacy.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Analyst – Human Resource Services
2. **RATIFY** job announcement bulletin for Campus Staff Assistant - Avalon

3. **RATIFY** job announcement bulletin for Emergency Preparedness Program Manager – Recruitment Extended
4. **RATIFY** job announcement bulletin for Instructional Assistant – Male Academy
5. **RATIFY** job announcement bulletin for Instructional Warehouse Assistant
6. **RATIFY** job announcement bulletin for Recreation Aide – WRAP Expanded Learning
7. **RATIFY** job announcement bulletin for Senior Web Applications Developer
8. **APPROVE** the certification of Head Start Instructional Aide – BL Spanish eligibility list 21-0136-5235 established 08/23/2021
9. **APPROVE** the certification of Heavy Truck/Bus/Automotive Mechanic eligibility list 22-0002-3310 established 08/23/2021
10. **APPROVE** the certification of High School Office Supervisor eligibility list 21-0091-3349 established 08/17/2021
11. **APPROVE** the certification of Human Resources Assistant eligibility list 21-0163-3350 established 08/25/2021
12. **APPROVE** the certification of Management Analyst eligibility list 21-0132-5284 established 08/24/2021
13. **APPROVE** the certification of Nutrition Services Manager eligibility list 22-0004-5061 established 08/24/2021
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0015-5068 established 08/24/2021
15. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 22-0010-5261 established 08/25/2021
16. **APPROVE** the certification of Recreation Leader – WRAP eligibility list 22-0011-5262 established 08/26/2021

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 1-7, and approve items 8-16 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

1. **APPROVE** the following: Revision to the *Rules and Regulations of the Classified Service* (Second Reading)

Following discussion, a motion for Old Business Item 1 was made by Linda Vaughan, seconded by Sheryl Bender, 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>
Terence Ulaszewski	X		
Linda Vaughan	X		
Sheryl Bender	X		

NEW BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 9, 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 8:59 a.m. with no reportable actions taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m.