

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

MINUTES  
Regular Meeting

January 14, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, January 14, 2021 at 8:20 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, Sheryl Bender.

ROLL

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

Present: Sheryl Bender  
Terence Ulaszewski

Absent 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; Judith Alonso, Senior Administrative Secretary (Acting); Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant and Aisha Alex, Human Resources Assistant.

GUESTS  
TELEPHONICALLY  
PRESENT

Steve Rockenbach, Director of Employee Relations and Ethics; Gilbert Bonilla Jr, CSEA Chapter 2 President; Enrique Chavez Garcia, CSEA Chapter 2 Vice President–Unit A; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 17, 2020.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, recognized Judith Alonso, Human Resources Technician, for temporarily assisting in the Senior Administrative Secretary position. In

addition, Mr. Kato also recognized Ashleigh Fernando, Human Resources Assistant, for serving in this position for the past six months. Mr. Kato informed the Commission that the Senior Administrative Secretary eligibility list is on the agenda and a selection will be made soon to fill the position.

Mr. Kato reported he attended an informative online meeting with the California School Personnel Commissioners Association (CSPCA). Mr. Kato mentioned that the next Merit Academy will be held online with dates being announced soon.

Mr. Kato informed the Commission that he and Alan Reising, Business Services Administrator, held their monthly meeting to discuss vacancies and current examinations. Mr. Kato mentioned that Mr. Reising praised the quality of the candidates on the Assistant Public Information Director eligibility list.

Greggory Robinson, Personnel Analyst, reported that forty-five (45) recruitments are in various stages of the examination process, including sixteen (16) that are accepting applications, fourteen (14) in examination development, five (5) at the testing stage and ten (10) that are being scored. Mr. Robinson also reported that seven (7) recruitments in the last two weeks have closed resulting in seven (7) eligibility lists. Mr. Robinson recognized Recruiting & Testing staff for their continued efforts during the pandemic including their participation in providing suggestions to many challenges, keeping candidates informed of the status of examinations, and adjusting to working remotely.

Jesus Rios Jr., Employment Services Supervisor, recognized Certification staff for their continued efforts in meeting the challenges during this pandemic and processing employment candidates while following safety protocols. Mr. Rios Jr. thanked Information Services for providing staff access to software that allows them to work remotely when necessary. Mr. Rios Jr. mentioned that the online summer school application will be available at the end of the month and recognized Certification staff, as well as Information Services staff, for their efforts to assure the online application system is ready. Mr. Rios Jr. shared that in February he will be a part of an online Vacancy Assignment (VA) training for school sites, a joint venture with the office of Human Resource Services.

Susan Leaming, Personnel Analyst, informed the Commission that work continues on the School Safety job family study. Ms. Leaming explained that she is in the process of scheduling the focus groups with consultants and is continuing to seek Campus Security Officers to volunteer to participate in these meetings.

Kenneth Kato, Executive Officer, introduced Enrique Chavez Garcia as the new CSEA Chapter 2 Vice President–Unit A. Mr. Chavez Garcia shared that he has worked for the Long Beach Unified School District for seven (7) years as an Intermediate Office Assistant – Bilingual and is currently working at Holmes and Riley elementary schools. Commissioner Terence Ulaszewski thanked him and the other CSEA representatives for their service. Mr. Kato informed the Commission that Anthony Kruzic, Heavy Truck Driver, is the new CSEA Chapter 2 Vice President–Unit B.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Fleet Maintenance Manager
2. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish
3. **RATIFY** job announcement bulletin for Kids' Club Supervisor I, II, III (Extended)
4. **RATIFY** job announcement bulletin for Van Driver – Catalina Island
5. **APPROVE** the certification of Accompanist
6. **APPROVE** the certification of Child Care Worker
7. **APPROVE** the certification of Groundskeeper
8. **APPROVE** the certification of Head Start Instructional Aide
9. **APPROVE** the certification of Instructional Aide – Educare
10. **APPROVE** the certification of Kids' Club Assistant
11. **APPROVE** the certification of Recreation Aide – Kids' Club
12. **APPROVE** the certification of Risk Management Technician
13. **APPROVE** the certification of Senior Administrative Secretary

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-13 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the revision of a classification: Plant Supervisor – High School

A motion was made by Terence Ulaszewski, 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>
Sheryl Bender	X		
Terence Ulaszewski	X		

OTHER ITEMS

None

NEXT REGULAR  
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 28, 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 8:33 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:52 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:53 a.m.