

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, CA 90713

MINUTES
Regular Meeting

December 16, 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, December 16, 2021 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

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 attendance as established by roll call:

Present: Sheryl Bender
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Employment Services Supervisor (Acting); Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 2, 2021.

<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, announced he received notification from the California Department of Education that Tony Thurmond, State Superintendent of Public Instruction, approved the reappointment of Sheryl Bender as a member of Long Beach Unified School District's Personnel Commission through December 1, 2024.

Mr. Kato reported that he and staff recently held meetings with representatives of the Confidential and Supervising Secretaries Association (CASSA) and Nutrition Services

and Transportation departments to discuss their personnel needs and answer a variety of questions. Mr. Kato also shared that he and Dale Culton, Certification Services Manager, attended a recent High School Office meeting with all of the Principals and Assistant Principals to discuss the needs of their sites.

Mr. Kato shared that he and Commissioners Vaughan and Bender will be attending the California School Personnel Commissioners Association (CSPCA) 50th Annual Conference in March 2022.

At 8:21 a.m., Commissioner Vaughan arrived.

Maria Braunstein, Personnel Analyst, reported there are 99 recruitments pending or in various stages of the examination process. Ms. Braunstein introduced the newest member of the Personnel Commission team, Joanna Guzman, Human Resources Technician, who will be working in both the Recruitment and Testing and Certification and Employment Services units.

Dale Culton, Certification Services Manager, reported four (4) exempt classifications will increase to the new minimum wage effective January 1, 2022 and also as a result of this increase, Recreation Aides will move to salary step C and incumbents in the Nutrition Services Worker and Custodian Assistant classifications will move to salary step B but all will retain their original salary step increment dates. Mr. Culton shared that Susan Brister, Human Resources Technician, retired after 27 years with the District and thanked everyone for attending and assisting in organizing her retirement party.

Susan Leaming, Personnel Analyst, shared that CPR/First Aid classes were held on Friday, December 3, at the Teacher Resource Center (TRC) and 95 employees attended the trainings.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accountant
2. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager
3. **RATIFY** job announcement bulletin for Associate Research Data Analyst
4. **RATIFY** job announcement bulletin for Behavior Intervention Assistant
5. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor
6. **RATIFY** job announcement bulletin for Facilities Project Manager – Planning
7. **RATIFY** job announcement bulletin for Fiscal Services Analyst
8. **RATIFY** job announcement bulletin for General Counsel
9. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant
10. **RATIFY** job announcement bulletin for Purchasing Agent

11. **RATIFY** job announcement bulletin for Purchasing Manager
12. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0114-0448 established 12/07/2021
13. **APPROVE** the certification of Instructional Assistant – Male Academy eligibility list 22-0032-5199 established 12/06/2021
14. **APPROVE** the certification of Kids' Club Assistant eligibility list 22-0081-0694 established 12/07/2021
15. **APPROVE** the certification of Migrant Education Recruiter – BL Spanish eligibility list 22-0017-5180 established 12/16/2021
16. **APPROVE** the certification of Recreation Aide eligibility list 22-0119-5255 established 12/06/2021
17. **APPROVE** the certification of Recreation Aide eligibility list 22-0122-5255 established 12/09/2021
18. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 22-0118-5257 established 12/06/2021
19. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0083-5261 established 12/07/2021
20. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0113-5261 established 12/14/2021
21. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0117-5261 established 12/13/2021

Following discussion, a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify item 1-11 and approve items 12-21 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 Revision of a Classification – Lead Custodian**

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 approve New Business Item 2.

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

2. **APPEAL** of disqualified applicant

New Business Item 3 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 13, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:30 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:45 a.m. and the following reportable actions were taken.

1. **APPEAL** of disqualified applicant

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to uphold staff's recommendation to disqualify the Applicant from moving forward in the examination process for Associate Personnel Analyst – Human Resources Services.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:46 a.m.