

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

MINUTES
Regular Meeting

May 20, 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, May 20, 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, Sheryl Bender.

ROLL

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

Present: Terence Ulaszewski
Sheryl Bender
Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

David Zaid, Assistant Superintendent, Human Resources Services; Steve Rockenbach, Director of Employee Relations and Ethics; Julia Plascencia, CSEA Labor Relations Representative; 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; Classified Employee E00161406.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 8, 2021.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, welcomed the Commissioners to Classified School Employees Week which recognizes the contributions of classified employees. Mr. Kato informed the Commissioners he recently made a presentation regarding the operations and activities of the Personnel Commission for Human Resources Services staff as part of a pilot leadership program. Mr. Kato introduced Julia Plascencia, the new CSEA Labor Relations Representative.

Greggory Robinson, Personnel Analyst, reported that Ashleigh Fernando recently promoted to the vacant Human Resources Technician position. Mr. Robinson shared that there are 55 recruitments are in various stages of the examination process. Mr. Robinson mentioned that recent in-person performance examinations included the plumber, painter, and electrician classifications. Mr. Robinson reported that Covid-19 procedures and protocols are in place for in-person testing.

Jesus Rios Jr., Employment Services Supervisor, informed the Commissioners that the unit is continuing to send out eligibility lists, as well as processing and fingerprinting new employees. Mr. Rios Jr. thanked staff for their continued efforts to fill vacancies.

Susan Leaming, Personnel Analyst, reported that the School Safety job study is now in the employee feedback stage. Ms. Leaming also informed the Commissioners that on May 17, 2021 the Board of Education approved a resolution which designated the classification of Chief Communications and Community Engagement Officer as Senior Management.

Mr. Kato recognized the efforts of the members of the Classified Employees Celebration committee and all of Personnel Commission staff for their help this week. Over 3000 tote gift bags were designed, printed, and ordered by Ashleigh Fernando, Human Resources Technician. All items that went into the gift bags were donated by Schools First Credit Union, Long Beach Federal Credit Union, Office Depot, and Long Beach Medical Center Memorial Care. The Confidential and Supervising Secretaries Association (CASSA) and Association of Long Beach Educational Managers (ALBEM) also provided reference materials for the gift bags. Mr. Kato thanked Executive Staff and others for their efforts distributing the bags to the sites. The bags were distributed to sites in a three day period. Mr. Kato explained that in lieu of the annual announcement of the Classified Employee of the Year, the Classified Hero program encouraged each site to submit a Classified Hero Recognition Form. Each department was also encouraged to submit a group photo to recognize their classified employees. Mr. Kato thanked Gary Marshall, Multimedia Technology Supervisor, for his help creating the Classified Employee Celebration video. Mr. Kato thanked Commissioner Bender and all those in the video for making it special. Mr. Kato also mentioned that we will recognize Personnel Commission staff at the next meeting.

Mr. Ulaszewski shared that this year's efforts for classified employees in lieu of the pandemic was very successful. Mr. Ulaszewski thanked the team involved with the accomplishment of preparing and distributing the bags to classified employees. Mr. Ulaszewski mentioned that this event gives recognition to employees who may not receive recognition every day. Mr. Ulaszewski shared that the people we are hiring today are our legacy at Personnel Commission and Human Resource Services as they will be teaching and supporting the students for the next twenty to thirty years. Mr.

Ulaszewski also thanked all of the classified employees for their hard work and dedication to the students and District.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary – BL Spanish
2. **RATIFY** job announcement bulletin for Administrator, Facilities, Development and Planning
3. **RATIFY** job announcement bulletin for Contract Analyst
4. **RATIFY** job announcement bulletin for Custodian
5. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
6. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
7. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver
8. **RATIFY** job announcement bulletin for Head Start Instructional Aide – Bilingual Spanish
9. **RATIFY** job announcement bulletin for Management Analyst
10. **APPROVE** the certification of Building Maintenance Worker eligibility list 21-0077-0625 established 05/10/2021
11. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0107-0139 established 05/10/2021
12. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0112-0139 established 05/11/2021
13. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 21-0049-0176 established 05/12/2021
14. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 20-0162-0176 established 05/12/2021
15. **APPROVE** the certification of Grounds Equipment Operator II / Driver eligibility list 21-0050-5031 established 05/12/2021
16. **APPROVE** the certification of Grounds Equipment Operator II / Driver eligibility list 20-0163-5031 established 05/12/2021
17. **APPROVE** the certification of Heavy Truck/Bus/Automotive Mechanic eligibility list 21-0082-3310 established 05/07/2021
18. **APPROVE** the certification of HVAC Technician eligibility list 20-0108-5103 established 05/19/2021

19. **APPROVE** the certification of HVAC Technician eligibility list 20-0146-5103 established 05/19/2021
20. **APPROVE** the certification of Instructional Aide-Special eligibility list 21-0081-0448 established 04/30/2021
21. **APPROVE** the certification of Instructional Aide-Special eligibility list 21-0087-0448 established 05/17/2021
22. **APPROVE** the certification of Nutrition Services Worker eligibility list 21-0080-5068 established 05/17/2021
23. **APPROVE** the certification of Purchasing & Contracts Director eligibility list 21-0106-0767 established 05/19/2021
24. **APPROVE** the certification of Recreation Aide eligibility list 21-0115-5255 established 05/11/2021
25. **APPROVE** the certification of Recreation Aide eligibility list 21-0123-5255 established 05/18/2021
26. **APPROVE** the certification of Systems Analyst - Oracle eligibility list 21-0076-5279 established 05/18/2021

Following discussion regarding eligibility lists, a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to pull consent agenda item 1, ratify items 2-9, and approve items 10-26 on the Consent Agenda.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the recommendation to remove from eligibility list ID 17108171

New Business Item 1 was moved into closed session.

OTHER ITEMS

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 3, 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 1. Review and take action on the Hearing Officer's Report Regarding the Demotion of a Classified Employee E00161406

The Personnel Commission retired into closed session at 8:49 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:47 a.m. and the following reportable actions were taken.

1. Review and take action on the Hearing Officer's Report Regarding the Demotion of a Classified Employee E00161406

The Commission reviewed the Hearing Officer's report and unanimously voted to sustain the Hearing Officer's recommendation to uphold the Board of Education's action to demote classified employee E00161406. The Commission directed the Executive Officer to send copies of the decision to the District and the employee in accordance with Personnel Commission Rule 11.5.E.

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

2. **APPROVE** the recommendation to remove from eligibility list ID 17108171

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 17108171 from the current eligibility list and allow the applicant to reapply after a 90 day period.

<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 9:48 a.m.