

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

MINUTES  
Regular Meeting

August 12, 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 12, 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 Aisha Alex, Human Resources Assistant; Kaitlyn, Work Experience Student/student intern.

GUESTS  
TELEPHONICALLY  
PRESENT

David Zaid, Assistant Superintendent, Human Resource Services; 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.

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 29, 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, shared that the Translations Unit will be housed in a portable on the Monroe campus for two (2) years. Mr. Kato shared that Gregory Robinson, Personnel Analyst, accepted a position with the Ventura Community College District and his last day at the Personnel Commission is Friday, August 20, 2021.

Maria Braunstein, Personnel Analyst, shared there are 29 recruitments accepting applications, six (6) in the scoring stage, 15 in the testing stage, and two (2) in exam development. Ms. Braunstein explained that the new online capabilities have helped with testing options off site and have had several groups choose to test in person. Ms. Braunstein expressed that she was grateful for the combination of the capabilities that are available to the candidates. Ms. Braunstein shared that Avalon has a vacant Plant Supervisor position and that the position is very critical as the employee must complete many items due to its remote location. Ms. Braunstein mentioned that she has coordinated with the Avalon principal, to go to Avalon to fill the positions. Ms. Braunstein acknowledged Judith Alonso, Human Resources Technician, for her help filling in as Associate Personnel Analyst and Andrea Armas, Human Resources Technician, is now assisting as an Associate Personnel Analyst. Ms. Braunstein also thanked Vanessa Ortiz, Human Resources Technician (Nutrition Services), Ashleigh Fernando, Human Resources Technician, and Aisha Alex, Human Resources Assistant.

Jesus Rios Jr., Employment Services Supervisor, mentioned that summer school has ended and it was very successful, and thanked the staff for their support. Mr. Rios shared that the unit has been working on providing certification lists as well as fingerprinting and processing new employees. Over the past few weeks, there has been an increase of Leave of Absences, and in conjunction with Human Resource Services, the assignments are being inputted online. Mr. Rios shared that August 16 is when principals on traditional calendars return on site. On August 20, the office supervisors will be returning to offices. August 30 is when teachers return to school sites, and the students return August 31.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Personnel Analyst
2. **RATIFY** job announcement bulletin for Contract Manager
3. **RATIFY** job announcement bulletin for Creative Writer/Producer/Director
4. **RATIFY** job announcement bulletin for Educational Research Analyst I
5. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
6. **RATIFY** job announcement bulletin for Migrant Education Recruiter – BL Spanish
7. **RATIFY** job announcement bulletin for Multimedia Technology Supervisor
8. **RATIFY** job announcement bulletin for Personnel Analyst
9. **RATIFY** job announcement bulletin for School Safety Officer

10. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
11. **APPROVE** the certification of Contract Analyst eligibility list 21-0135-0624 established 08/12/2021
12. **APPROVE** the certification of Executive Secretary eligibility list 21-0169-0678 established 08/13/2021
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 21-0150-5068 established 08/06/2021
14. **APPROVE** the certification of Purchasing & Contracts Director eligibility list 21-0150-0767 established 07/30/2021
15. **APPROVE** the certification of Student Store Lead eligibility list 21-0144-5182 established 07/30/2021

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 1-10, and approve items 11-15 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 Revision of a Classification – Associate Analyst – Human Resource Services

Mr. Kato explained some of the revisions. There was a correction on page 35 under experience. It should state any combination of education, training, and experience. David Zaid, Assistant Superintendent, Human Resource Services, mentioned that adjustments to the class broadened the job description and allows for restructuring. Kaitlyn, Work Experience Student/student intern, explained the changes made to the Associate Analyst – Human Resource Services job description. Following discussion, a motion for New Business Item 1 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 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		

2. **APPROVE** the Revisions to the *Rules and Regulations of the Classified Service*

Mr. Kato provided an overview of New Business Item 2 and also stated this is the Commission receiving the revisions, first reading and will be brought forward for a second reading and approval at the next Commission meeting.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 26, 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 8:38 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:15 a.m. with no reportable actions taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:16 a.m.