

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

MINUTES  
Regular Meeting

December 19, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, December 19, 2019 at 8:18 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, Sheryl Bender.

ROLL

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

Present: Sheryl Bender  
Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Gregg Robinson, Associate Personnel Analyst; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judy Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Oralia Leyva, Human Resources Technician; and Ashleigh Fernando, Human Resources Assistant.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice-President-Unit B; Ann Culton, Administrative Coordinator, Human Resource Services; Michael Browning; Jerry Wilson; and Nick Altenhofen.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of December 5, 2019.

<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, Personnel Commission, informed the Commission that he attended the Board Workshop on Tuesday, December 17 and the Board of

Education meeting on December 18, 2019. Mr. Kato announced that the Board unanimously voted to approve the nomination of Linda Vaughan as Personnel Commissioner for another three (3) years. Mr. Kato thanked CSEA for their support of Ms. Vaughan's nomination.

Mr. Kato informed the Commission that Christopher Steinhauser, Superintendent of Schools, announced that he will be retiring at the end of the 2019-2020 school year.

Maria Braunstein, Personnel Analyst, thanked the Recruitment and Testing team for their teamwork, positive attitudes, and the work that they do. The team is on track to complete the most recruitments in more than a decade as they have opened 102 recruitments this fiscal year. Ms. Braunstein also thanked Mr. Kato and the Commissioners for their support.

Jesus Rios Jr., Employment Services Supervisor, thanked Aaron Dominguez, Human Resources Technician, for assisting Nutrition Services by restructuring their classified substitute desk and providing training. Mr. Rios Jr. informed the Commission that Mr. Dominguez created and presented a training program for Nutrition Services staff and the feedback was positive.

Dale Culton, Certification Services Manager, thanked Mr. Rios Jr. and Mr. Dominguez for their work with Nutrition Services and mentioned that the Nutrition Services Management

called him to thank Mr. Rios Jr. and Mr. Dominguez for their professionalism and support. Mr. Culton also thanked Oralia Leyva, Human Resources Technician, for her work to fill Instructional Aide-Special vacancies. Ms. Leyva provided the Commission an overview of recent Instructional Aide-Special recruitment activities.

Susan Learning, Personnel Analyst, reported that she is working with CSEA and Employee Relations to resolve some issues related to the Instructional Aide-Special job study. Once the issues are resolved, the study will be brought forward to the Commission for review and approval.

Ms. Learning announced two sessions of CPR/First Aid certification training were held on December 13, 2019 at the Teacher Resource Center (TRC) and 115 employees attended. Ms. Learning also shared that there will be another CPR/First Aid training on Friday, February 7, 2020 and a CalPERS retirement planning workshop will be held on February 5, 2020 in the auditorium at the Personnel Commission.

## CONSENT AGENDA

After discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-2 and approve items 3-7 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

1. **RATIFY** job announcement bulletin for Plant Supervisor I
2. **RATIFY** job announcement bulletin for Plant Supervisor II
3. **APPROVE** the certification of Educare Family Support Specialist-Spanish Bilingual eligibility list 20-0060-5204 established 12/17/2019
4. **APPROVE** the certification of Educare Family Support Specialist eligibility list 20-0061-5203 established 12/17/2019
5. **APPROVE** the certification of Recreation Aide-WRAP eligibility list 20-0047-5261 established 12/19/2019
6. **APPROVE** the certification of Recreation Aide-Kids' Club eligibility list 20-0046-5257 established 12/19/2019
7. **APPROVE** the certification of ASB Financial Technician eligibility list 20-0053-0751 established 12/20/2019

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 36119639.
2. **APPROVE** the recommendation to remove from eligibility list ID 39980164.
3. **APPEAL** of disqualified applicant ID 0020264.

Appellant 36119639 was in attendance and presented their appeal to the Commission in open session. Appellant 0020264 was in attendance and presented their appeal to the Commission in open session.

The Commission moved New Business item 2 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 16, 2020 at 8:00 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:43 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:25 a.m. and the following action was taken:

1. A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 36119639 from the current eligibility list and allow to reapply in 6 months.

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

2. A motion was made by Ms. Vaughan and seconded by Mr. Ulaszewski and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 39980164 from the current eligibility list and allow to reapply in 6 months.

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

3. A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **DENY** the appeal of disqualified applicant E0020264.

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

## ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at: 9:30 a.m.