

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

MINUTES  
Regular Meeting

March 10, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, March 10, 2022 at 8:16 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  
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Employment Services Supervisor (Acting); Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Joanna Guzman, Human Resources Technician; Lydia Smith, Human Resources Technician; and Monica Gaytan, Human Resources Assistant.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A, Appellant 30104199.

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 February 24, 2022.

<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, informed the Commission that Commissioner Bender is telecommuting in compliance with the Brown Act. Mr. Kato shared that he attended the California School Personnel Commissioners Association (CSPCA) 50th Annual Conference in Monterey. Mr. Kato noted that he attended informative workshops at

the conference. Mr. Kato recognized Mindi Ritter, Senior Administrative Secretary, for her assistance organizing the travel arrangements for the conference.

Maria Braunstein, Personnel Analyst, reported that there are 85 ongoing recruitments in progress, 68 accepting applications and 17 pending. Ms. Braunstein announced the Long Beach School for Adults has opened registration for the Building Maintenance Custodial Services class and Personnel Commission staff will be available to assist the students. Ms. Braunstein shared that she collaborated with Debbie Broadway, Assistant Principal at the Long Beach School for Adults, and the school will begin offering a Campus Staff Assistant course in May. Ms. Braunstein mentioned that she attended the Teacher and Administration job fair and had a few inquiries for classified positions. Ms. Braunstein shared that Pacific Gateway Workforce Innovation Network will host a job fair webinar next week where Long Beach Unified will be featured. Ms. Braunstein also mentioned that staff would be participating in the upcoming Long Beach City College job fair. Ms. Braunstein reported that she is working with Alan Reising, Business Services Administrator, to create and place banners at various sites throughout the District to promote open classified recruitments. Ms. Braunstein thanked staff for their work.

Anne Follett, Employment Services Supervisor (Acting), reported that there have been 588 summer school applications received and the application period will close on March 18, 2022. Dale Culton, Certification Services Manager, shared that all level offices and departments were notified about the deadline for accepting summer school applications. Mr. Culton shared that the Intermediate Office Assistant and Intermediate Office Assistant – Bilingual eligibility list has been sent to sites to fill the vacancies. Mr. Culton mentioned Lydia Smith, Human Resources Assistant, has been promoted to Human Resources Technician.

Susan Leaming, Personnel Analyst, introduced Monica Gaytan, Human Resources Assistant, who will be supporting Classification Services and working at the front lobby. Ms. Gaytan shared she is a product of the Long Beach Unified School District, has worked at several school sites and is happy to be part of the Personnel Commission.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Research Information Systems Analyst
2. **RATIFY** job announcement bulletin for Carpenter
3. **RATIFY** job announcement bulletin for Grounds Service Manager
4. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish
5. **RATIFY** job announcement bulletin for Network Specialist
6. **RATIFY** job announcement bulletin for Office Assistant
7. **RATIFY** job announcement bulletin for Office Assistant – Bilingual Spanish

8. **RATIFY** job announcement bulletin for Physician Services Technician (C)
9. **RATIFY** job announcement bulletin for Plumber
10. **APPROVE** the certification of Accounting Technician eligibility list 22-0146-0750 established 03/10/2022
11. **APPROVE** the certification of Behavior Intervention Assistant eligibility list 22-0137-5216 established 03/04/2022
12. **APPROVE** the certification of Behavior Intervention Supervisor eligibility list 22-0136-5212 established 03/02/2022
13. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0134-5288 established 03/02/2022
14. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0135-5288 established 03/02/2022
15. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0156-5288 established 03/07/2022
16. **APPROVE** the certification of Employment Services Supervisor eligibility list 22-0148-5250 established 03/10/2022
17. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0187-0448 established 03/02/2022
18. **APPROVE** the certification of Intermediate Office Assistant eligibility list 22-0049-0673 established 03/01/2022
19. **APPROVE** the certification of Kids' Club Assistant eligibility list 22-0127-0694 established 03/02/2022
20. **APPROVE** the certification of Nutrition Services Payroll Technician eligibility list 22-0149-5208 established 03/01/2022
21. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0183-5068 established 03/04/2022
22. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 22-0068-5068 established 03/08/2022
23. **APPROVE** the certification of Recreation Aide eligibility list 22-0184-5255 established 03/04/2022
24. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 22-0163-5255 established 03/10/2022

- 25. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0159-5257 established 03/04/2022
- 26. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 22-0167-5262 established 02/28/2022
- 27. **APPROVE** the certification of Strategic Data Project Analyst eligibility list 22-0043-5230 established 03/08/2022
- 28. **APPROVE** the certification of Translator – Interpreter BL Khmer eligibility list 22-0085-5295 established 03/08/2022

Commissioner Ulaszewski commented on the number of applicants from the eligibility lists. He observed there were 180 applicants (29%) out of 624 applications that passed the examination process and were placed on eligibility lists. He stated that if a staff member took ten minutes to review one application, it would take about thirteen work days to review all the applications.

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 1-9 and approve items 10-28 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 Letter of Support for AB2045

Following a presentation made by Mr. Kato and discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority 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		
Linda Vaughan			X

2. **APPROVE** the Revision of a Classification– Certification Services Manager

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 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		

3. **APPROVE** the Recommendation to Remove from Eligibility List ID 30104199

Appellant ID 30104199 was in attendance. The Commission moved New Business Item 3 into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 24, 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 9:04 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:39 a.m. and the following reportable actions were taken.

1. **APPROVE** the recommendation to remove from eligibility list ID 30104199

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 30104199 from the current eligibility list and allow the applicant to reapply.

<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 9:40 a.m.