

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

MINUTES
Regular Meeting

June 2, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, June 2, 2022 at 8:17 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, Linda Vaughan.

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; Jesus Rios Jr., Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Anne Follett, Human Resources Technician; Judith Alonso, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Ann Culton, Administrative Coordinator, Human Resource Services; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Appellant ID 46542987.

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 May 19, 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, shared that the Classified Employee Celebration was a great event with 517 employees attending and Grover Khem, Custodian at Jefferson Leadership Academies, was presented the Classified Employee of the Year award. Mr. Kato thanked Mr. Ulaszewski for attending and assisting with the award ceremony and recognizing all those who came. Mr. Kato mentioned that Jesus Rios Jr., Associate Personnel Analyst, and himself would be attending a Classified Leaders

Cohort training to discuss the Personnel Commission and what role we play in the District. Mr. Kato shared that Maria Braunstein, Personnel Analyst; and Susan Leaming, Personnel Analyst will be attending at the next Classified Leaders Cohort training. Mr. Kato thanked Commissioner Bender and Commissioner Ulaszewski for attending the Board of Education meeting last night to recognize Grover Khem, Classified Employee of the Year, and Dwight Kaufman, Plant Supervisor at Jefferson Leadership Academies, spoke on Mr. Khem's behalf and received a standing ovation for his positive words. Mr. Kato mentioned the Teacher Librarian of the Year, Susan McRoberts on Avalon, was also recognized.

Maria Braunstein, Personnel Analyst, reported that there are 85 recruitments in various stages of the examination process and five recruitments are pending. Ms. Braunstein explained that the online testing programs of eSkill and SparkHire were helpful to accommodate candidates when COVID-19 began and these programs will continue to be options for future examinations. Ms. Braunstein mentioned that over the past two weeks, there have been 22 different exam sessions conducted in-person at the Personnel Commission. Ms. Braunstein shared the Long Beach School for Adults (LBSA) Campus Staff Assistant course meets the requirements to apply with Long Beach Unified. Ms. Braunstein stated that the Custodian course will be beginning today at LBSA and she will be there to assist with any questions. Ms. Braunstein also shared the City of Long Beach will be hosting a job fair on June 7, 2022 at the Long Beach Convention center and our staff will be participating at the event. Ms. Braunstein thanked the team.

Oralia Leyva, Employment Services Supervisor, reported that the unit continues to work on summer school letters, and Mr. Rios Jr. has emailed 600 employees about the positions. Ms. Leyva introduced, Mari Rojas, a new Human Resources Technician in our staff. Ms. Rojas shared she has been with the District for seven years and is coming from the Transportation department and she is happy to be part of our team.

Dale Culton, Certification Services Manager, informed the Commissioners that the unit is continuing to send eligibility lists to sites to fill positions before the summer break so employees can be processed and be ready to start in the fall. Mr. Culton shared that the last date of school is June 15 for students, June 16 for faculty, and June 23 for transitional staff. Mr. Culton mentioned we have a meeting with Nutrition Services, who has hired 70 probationary employees and 55 substitutes for 125 Nutrition Services Workers this fiscal year.

Susan Leaming, Personnel Analyst, shared we had the first in-person CalPERS retirement planning workshop in two years and there were 90 attendees. Ms. Leaming thanked Monica Gaytan, Human Resources Assistant, and Mr. Culton for their assistance with the event. Ms. Leaming mentioned that at the Board of Education meeting on May 18, 2022, they approved raises for this fiscal year for non-represented and the two prior years for the California School Employees Association (CSEA) and that information has been updated on the Personnel Commission website.

Mr. Kato gave recognition to Martin Maldonado, Plant Supervisor I, for getting the auditorium ready for the California Public Employees' Retirement System (CALPERS) retirement meeting.

Mr. Ulaszewski inquired about the classified layoff process, and Mr. Culton stated that there was one employee reduced, and one employee layoff. Mr. Kato shared that there was one appeal submitted but the hearing scheduled was rescinded. Mr. Kato explained that we met every time table in the process.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant
2. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
3. **RATIFY** job announcement bulletin for Environmental Health and Safety Manager
4. **RATIFY** job announcement bulletin for Recreation Aide
5. **RATIFY** job announcement bulletin for Recreation Aide – Kids’ Club
6. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
7. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0203-5288 established 06/01/2022
8. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0243-5288 established 05/27/2022
9. **APPROVE** the certification of Carpenter eligibility list 22-0161-0114 established 05/25/2022
10. **APPROVE** the certification of Head Start Instructional Aide eligibility list 22-0176-0667 established 06/03/2022
11. **APPROVE** the certification of Instructional Aide Special eligibility list 22-0246-0448 established 06/06/2022
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0249-5068 established 05/24/2022
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0255-5068 established 05/24/2022
14. **APPROVE** the certification of Recreation Aide eligibility list 22-0277-5255 established 05/24/2022

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify item 1-6 and approve items 7-14 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

1. **APPROVE** the Amended meeting dates for Personnel Commission 2022-2023

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve Old 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		

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List ID 45970256

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List ID 46542987

New Business Item 2 was moved into closed session.

3. **ANNOUNCE** Personnel Commission staff for years of service

Mr. Kato presented service year pins to Commission employees that have served ten and twenty-five years with the Long Beach Unified School District. Ms. Vaughan congratulated the recipients for their years of service.

4. **ANNOUNCE** the 2022 Personnel Commission Employee of the Year

The Personnel Commission recognizes one of its staff members annually as the Personnel Commission Employee of the Year. Mr. Kato gave accolades and announced the 2022 Personnel Commission Employee of the Year, Dale Culton, Certification Services Manager.

OTHER ITEMS

Mr. Ulaszewski thanked the staff who contributed with the Classified Employee Celebration. Mr. Ulaszewski commented that it was a successful event. Ms. Vaughan gave recognition to all those were part of the celebration.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 16, 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 8:41 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:30 a.m. and the following reportable actions were taken.

1. **APPROVE** the recommendation to remove from eligibility list ID 45970256

Following discussion, a motion was made by Terence Ulaszewski, 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 45970256 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

<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 46542987

The appellant was present , following discussion, a motion was made by Terence Ulaszewski, 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 46542987 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

<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 9:31 a.m.