

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

MINUTES
Regular Meeting

October 7, 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, October 7, 2021 at 8:15 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 telephonic 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; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Andrea Armas, Associate Personnel Analyst (Acting); Judith Alonso, Associate Personnel Analyst (Acting); and Susan Brister, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Dr. Lucy Salazar, Director, Equity, Engagement & Partnerships; Carmen Hernandez, Administrative Assistant, Equity, Engagement & Partnerships.

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 September 23, 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, reported he would be attending the PCASC workshop at the Los Angeles County Office of Education (LACOE) regarding alternative Merit System scoring proposals. Mr. Kato mentioned he would be presenting at the workshop. Mr. Kato explained that Yumi Takahashi, Chief Business and Financial Officer, has approved for a limited time waiving of fingerprinting fees for the positions

of Recreation Aide, Recreation Aide-Kids' Club, Recreation Aide – WRAP, Nutrition Services Worker, and Child Care Worker. Mr. Kato shared waiving the fees will help in the recruitment effort of the positions. Mr. Kato thanked Maria Braunstein, Personnel Analyst, Dale Culton, Certification Services Manager, and Jesus Rios Jr., Employment Services Supervisor for attending meetings with the level offices, Special Education and Nutrition Services to review current vacancies. Mr. Kato introduced and welcomed Carmen Hernandez, Administrative Assistant, Equity, Engagement & Partnerships to the meeting.

Maria Braunstein, Personnel Analyst, reported there are 47 recruitments in progress and 26 pending. Ms. Braunstein thanked Andrea Armas, Associate Personnel Analyst (Acting), and Judy Alonso, Associate Personnel Analyst (Acting), for their instrumental involvement in recruitment and testing activities. Ms. Braunstein explained staff is collaborating with District departments to hold job fairs to fill vacant positions. The first job fair will be held at Pacific Gateway on Friday, October 15, 2021. Ms. Braunstein explained that this will be an all-encompassing job fair where candidates can apply, test, interview, complete employment paperwork, and schedule fingerprinting. Ms. Braunstein mentioned that more job fairs will be held over the next few months. Ms. Braunstein thanked the Personnel Commission team for their support.

Jesus Rios Jr., Employment Services Supervisor, shared that staff continues to certify, fingerprint new candidates, and process new hires. Mr. Rios recognized Susan Brister, Human Resources Technician, for her work inputting data for vacancy assignments and coaching employment packets. Mr. Rios shared that the Special Education department recognized Oralia Leyva, Human Resources Technician, and Anne Follett, Human Resources Technician, for their outstanding customer service at the Substitute desk, and filling Instructional Aide - Special vacancies. Mr. Rios stated that Renee Arkus, Executive Director of Fiscal Services, also expressed gratitude to Ms. Leyva for her work at the substitute desk. Mr. Rios shared that the automatic substitute separation system, which was a manual process, is now online and thanked Gregg Paine with Technology and Information Services for his assistance with the project. Mr. Rios explained the new substitute separation system would allow the ability to see if a substitute employee has any earnings over the last fiscal year and help to assure the individuals are currently available to work.

Dale Culton, Certification Services Manager, shared the automatic substitute system will reduce the overall number of substitute employees but will help to assure that the substitute employees are available to work. Mr. Culton also shared that the Special Education department recognized Mr. Rios for his collaboration to update the substitute system and audit the substitute lists.

Susan Leaming, Personnel Analyst, informed the Commission that staff is working on the 2020-2021 Annual Report of the Personnel Commission and anticipate bringing it to the Commission for their approval at an upcoming meeting. Ms. Leaming thanked Dr. Lucy Salazar, Director, Equity, Engagement & Partnerships and Carmen Hernandez, Administrative Assistant, Equity, Engagement & Partnerships for their assistance developing the new classification.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Contract Manager
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator I (Catalina Island)
3. **RATIFY** job announcement bulletin for Instructional Aide – Special (Catalina Island)
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish
5. **RATIFY** job announcement bulletin for Kids' Club Assistant
6. **RATIFY** job announcement bulletin for Senior Accounting Assistant
7. **RATIFY** job announcement bulletin for Senior Reprographics Technician
8. **RATIFY** job announcement bulletin for Sign Language Interpreter
9. **APPROVE** the certification of Assistant Director – Fiscal Services eligibility list 21-0145-5136 established 10/07/2021
10. **APPROVE** the certification of Associate Personnel Analyst eligibility list 22-0023-3270 established 09/29/2021
11. **APPROVE** the certification of Creative Writer/Producer/Director eligibility list 22-0020-5151 established 10/06/2021
12. **APPROVE** the certification of Instructional Aide – Deaf/Hard of Hearing eligibility list 21-0142-3271 established 10/07/2021
13. **APPROVE** the certification of Intermediate Nutrition Services Worker eligibility list 22-0028-5058 established 10/01/2021
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0045-5068 established 10/04/2021
15. **APPROVE** the certification of Personnel Analyst eligibility list 22-0024-0236 established 09/29/2021
16. **APPROVE** the certification of Multimedia Technology Supervisor eligibility list 22-0021-5154 established 10/06/2021
17. **APPROVE** the certification of Recreation Aide eligibility list 22-0059-5255 established 10/05/2021
18. **APPROVE** the certification of Recreation Aide eligibility list 22-0064-5255 established 10/05/2021

19. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0060-5257 established 10/07/2021

20. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 22-0029-5071 established 10/01/2021

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 1-8, and approve items 9-20 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 Abolishment of a Classification – Office Machine Technician

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 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 Creation of a New Classification – Translator – Interpreter – BL Khmer

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>
Terence Ulaszewski	X		
Linda Vaughan	X		
Sheryl Bender	X		

3. **APPROVE** the Revision of a Classification – Program and Policy Development Advisor

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 approve New Business Item 3.

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 21, 2021 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 8:35 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:04 a.m. with no reportable actions taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:05 a.m.