

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

MINUTES
Regular Meeting

April 23, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, April 23, 2020 at 8:17 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California. The meeting was broadcasted 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, Sheryl Bender.

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; Susan Leaming, Personnel Analyst; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; and Gregory Robinson, Associate Personnel Analyst.

GUESTS
TELEPHONICALLY
PRESENT

Alan Reising, Business Services Administrator, Mark Chavez, Nutrition Services Director, Steven Rockenbach, Director of Employee Relations; Brittany Jones, CSEA Labor Relations Representative; Vaurice Scott, CSEA Vice President - Unit A; Eric Larsen, Interim CSEA Vice President - Unit B; Ruben Sosnowski, Production Specialist/Editor, Office of Multimedia Services, and Gary Marshall, Multimedia Technology Supervisor, Office of Multimedia Services.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 26, 2020.

<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

Correspondence was received from "Anonymous". A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to place an item for discussion regarding correspondence received on April 9, 2020 from "Anonymous" on the next agenda.

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

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the next Personnel Commission meeting is set for May 7, 2020 and that future meetings will continue to be held in a remote format. He informed the Commissioners that the annual Classified Employee Celebration and the award for the Classified Employee of the Year have been cancelled for this year. Applications were available for the award shortly before the closure of the schools, but none were received by the deadline.

Mr. Kato confirmed that the entire school year for schools has been cancelled, although distance learning for students has been implemented. Mr. Kato thanked Ruth Ashley, Deputy Superintendent of Educational Services, Ann Culton, Administrative Coordinator-Human Resource Services, and Yumi Takahashi, Chief Business and Financial Officer, for sending additional staff to assist the office. Mr. Kato also announced that on April 9, 2020, the Board of Education selected Dr. Jill Baker to be the next Superintendent of Schools.

Mr. Kato mentioned that he and Jesus Rios Jr., Employment Services Supervisor, attended the District-wide secretary meeting to emphasize the need to submit Vacancy Assignment (VA) requests to execute the layoffs identified on the April 1, 2020 Board of Education agenda. Mr. Kato thanked CSEA for working with him to conduct their pre-Personnel Commission meeting online.

Mr. Kato noted that Personnel Commission staff are being careful to use social distancing to maintain a safe distance from each other and wearing masks. There have been no incidents of infections at the Commission offices.

Greggory Robinson, Associate Personnel Analyst, reported that twenty recruitments are open and applications are being accepted online. Mr. Robinson stated that they are exploring video interviewing and examination options and will continue to open recruitments and prepare for when normal operations resume.

Jesus Rios Jr., Employment Services Supervisor, recognized the staff for their positive work and creative solutions during this time. Mr. Rios also thanked the managers for providing the protective equipment to work safely in the office.

Dale Culton, Certification Services Manager, mentioned that he is working on the current layoffs for classified employees. Mr. Kato clarified that these layoff actions are those that were approved at the Board of Education meeting on April 1, 2020.

CONSENT AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** a Public Hearing date for the proposed Personnel Commission Budget for 2020-2021

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve a Public Hearing on May 7, 2020, for the proposed Personnel Commission Budget for 2020-2021.

<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 revised classification specifications of:

- a) Senior Nutrition Services Worker
- b) Nutrition Services Supervisor I
- c) Nutrition Services Supervisor II
- d) Nutrition Services Supervisor III
- e) Production Center Supervisor
- f) Production Center Manager

Susan Leaming, Personnel Analyst, provided an overview of the report and a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 2. Commissioner Ulaszewski thanked Mr. Chavez, Nutrition Services Director, for attending the meeting and expressed his appreciation for the wonderful job Nutrition Services staff is doing by providing meals for students during this time. Commissioner Vaughan also thanked Nutrition Services staff for their work during this time.

<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 creation of a new classification Communications Specialist

Susan Leaming, Personnel Analyst, provided an overview of the report and a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, 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>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

4. **APPROVE** revisions to identified Maintenance classifications specifications

Susan Leaming, Personnel Analyst, provided an overview of the report. Alan Reising, Business Services Administrator, responded to a question from Commissioner Vaughan regarding the effect of these changes on incumbents and a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 4.

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

5. **APPROVE** the request for a Hearing in a Disciplinary Matter for Employee ID 00412883

The Commission moved New Business Item 5 into closed session.

OTHER ITEMS

Commissioner Ulaszewski commented that the Commission will need to begin thinking in the long-term regarding solutions to meet the challenges of continuing to support the District and school sites as the COVID-19 situation continues. Commissioner Ulaszewski also thanked staff for their ongoing efforts and for quickly exploring video interviewing and test taking options.

Commissioner Vaughan asked if future Personnel Commission meetings could be conducted in Google Hangout or Zoom. Commissioner Bender expressed she has had success using those platforms and would be supportive of utilizing them. Mr. Kato responded that he is currently exploring moving to one of those video conference platforms and would keep the Commissioners informed.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 7, 2020 at 8:15 a.m. at 1515 Hughes Way, Long Beach, CA 90810 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 8:55 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:59 a.m. and the following reportable action was taken:

1. A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve the request for Hearing in Disciplinary Matter Employee E00412883.

<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 10:00 a.m.