

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, CA 90813

MINUTES
Regular Meeting

May 6, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, May 6, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast 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; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Ashleigh Fernando, Human Resources Assistant.

GUESTS
TELEPHONICALLY
PRESENT

Mitchell Stewart, Interim CSEA Labor Representative; Gary Marshall, Multimedia Technology Supervisor; Ruben Sosnowski, Production Specialist/Editor; Appellant 21488322.

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 April 22, 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, deferred to staff to begin their department unit reports.

Alejandra Torres, Human Resources Technician, reported 47 recruitments are in various stages of the examination process and 23 recruitments are pending. Ms. Torres discussed procedures in place for in-person testing including allowing candidates to self-schedule their testing times, keeping doors open to allow for ventilation, use of air purifiers and fans in the testing rooms, and social distancing between testing stations. Ms. Torres explained having candidates log into their testing link when they arrived was time consuming so the team now pre-loads the testing stations with the links and places name tags by each station in order to make the process more efficient. Ms. Torres acknowledged the recruitment and testing team for their collaboration to develop and modify in-person testing processes.

Jesus Rios Jr., Employment Services Supervisor, informed the Commissioners that the unit is continuing to send out certification lists, as well as processing and fingerprinting new employees. Mr. Rios Jr. explained that since school is back in person more employment processing packets have been submitted for student workers and coaches. Mr. Rios Jr. mentioned that summer school preparation has begun to assure that school sites are adequately staffed.

Susan Leaming, Personnel Analyst, reported 60 employees attended the virtual CalPERS retirement planning workshop that was held on April 22, 2021. Ms. Leaming mentioned that she received several emails from attendees who were complimentary of the workshop.

Mr. Kato introduced Mitchell Stewart, the interim CSEA Labor Representative. Mr. Stewart stated that he will be handling representational issues for bargaining unit members.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Human Resources Assistant Temporary Only
2. **RATIFY** job announcement bulletin for Plant Supervisor-Avalon
3. **RATIFY** job announcement bulletin for School Safety Officer
4. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant
5. **APPROVE** the certification of Campus Security Officer eligibility list 21-0012-5011 established 05/07/2021
6. **APPROVE** the certification of Fleet Maintenance Manager eligibility list 21-0069-0516 established 05/07/2021
7. **APPROVE** the certification of Recreation Aide eligibility list 21-109-5255 established 04/29/2021
8. **APPROVE** the certification of Recreation Aide eligibility list 21-0114-5255 established 05/03/2021
9. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 21-0096-5257 established 05/06/2021

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 ratify item 1-4 and approve items 5-9 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. **OPEN** the public hearing on the 2021-2022 proposed Personnel Commission Budget

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to open the Public Hearing for the proposed Personnel Commission Budget for 2021-2022.

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

2. **CLOSE** the public hearing on the 2021-2022 Personnel Commission Budget

As no members of the public submitted comments, Mr. Kato gave an overview of the proposed budget. Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to close the Public Hearing for the proposed Personnel Commission Budget for 2021-2022.

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

3. **ADOPT** the 2021-2022 Personnel Commission Budget

Mr. Kato stated that the Superintendent of Schools has approved the budget and thanked Fiscal Services staff for their ongoing budget advice and assistance. A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to adopt 2021-2022 Personnel Commission Budget.

<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** the Adoption of Resolution Regarding Classified Employee Week

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, 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 Creation of a Classification – Chief Communications and Community Engagement Officer

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 5.

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

6. **APPROVE** the Revision of a Classification – Management Analyst

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 6.

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

7. **APPROVE** the recommendation to remove from eligibility list ID 21488322

New Business Item 7 was moved into closed session.

8. **ANNUAL ELECTION OF OFFICERS** per PC Rule 2.6

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to elect Commissioner Ulaszewski as Chairperson and Linda Vaughan as Vice-Chairperson.

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

OTHER ITEMS	Commissioner Bender closed the regular meeting in memory of Dr. Anna Ulaszewski.
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 3, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California 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 8:38 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:23 a.m. and the following reportable actions were taken.

1. Receive and take action to distribute Hearing Officer's report on Employee E00161406 to Employee and the District

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and following discussion, the motion was carried with a unanimous vote of those present to distribute Hearing Officer's report.

<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 21488322

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 staff's recommendation to remove Applicant ID 21488322 from the current eligibility list and allow the applicant to apply the next time the recruitment opens.

<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 9:24 a.m.
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