

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

MINUTES
Regular Meeting

June 3, 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, June 3, 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, Terence Ulaszewski.

ROLL

A quorum of the Personnel Commission was in telephonic attendance as established by roll call:

Present: Terence Ulaszewski
Sheryl Bender
Linda Vaughan

STAFF MEMBERS
TELEPHONICALLY
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, 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; Ashleigh Fernando, Human Resources Technician; Anne Follett, Human Resources Technician; Oralia Leyva, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Alejandra Torres, Human Resources Technician.

GUESTS
TELEPHONICALLY
PRESENT

Steve Rockenbach, Director of Employee Relations and Ethics; Ron Hoppe, Purchasing and Contracts Director; Julia Plascencia, CSEA Labor Relations Representative; Ruben Sosnowski, Production Specialist/Editor.

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 May 20, 2021.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, shared that the Personnel Commission will host a Long Beach Unified School District high school student intern over the summer. Mr. Kato informed the Commissioners that the student intern will learn about general office practices and the functions of the Personnel Commission.

Maria Braunstein, Personnel Analyst, reported that there are 51 recruitments in various stages of the examination process and 21 recruitments are pending. Ms. Braunstein shared that the Commission collaborates with the Long Beach School for Adults and recently went to the school to assist custodial candidates with the application process. Ms. Braunstein shared that the Office of Special Education recently asked about methods to increase the recruiting pool for Instructional Aide- Specialists. As a result, Ms. Braunstein reached out to Pacific Gateway Workforce Innovation Network and they will host a webinar on June 10, 2021. Ms. Braunstein also mentioned that staff will be participating in the Los Angeles Unified School District's annual virtual job fair.

Dale Culton, Certification Services Manager, informed the Commissioners that the unit is continuing to send eligibility lists to sites. Mr. Culton shared that the last date of school is June 16 for students, June 17 for faculty, June 24 for transitional staff and June 28 is the first day of summer school. Mr. Culton mentioned staff is contacting sites to fill the positions before the summer break so employees can be processed and be ready to start in the fall. Mr. Culton thanked Jesus Rios Jr. and staff for their continued efforts to fill summer school positions.

Mr. Kato reported that the School Safety job study preliminary recommendations were sent out to 83 employees and eight feedback forms were returned. The School Safety job study final report will be placed on the June 17 agenda for review, discussion, and approval.

Mr. Kato discussed the Classified Hero program, which asked each site to recognize a classified employee for their efforts over the past year. Mr. Kato named Ashleigh Fernando and Aisha Alex as the Classified Heroes of Personnel Commission for their help in various areas of need and by uplifting the staff with themed surprises. Mr. Kato informed the Commission that the Classified Heroes for all sites are posted on the Personnel Commission website.

Mr. Kato also thanked and recognized Mr. Ron Hoppe, Co-Chairperson of the Classified Employee Celebration committee. Mr. Kato shared that Mr. Hoppe is retiring after being on the committee for the past 14 years and has always been inspiring, positive, and a role model for all. Mr. Kato presented Mr. Hoppe with a plaque to recognize the many years he has served on the committee.

Mr. Ron Hoppe thanked Mr. Kato and the committee for the kind words and for the opportunity to be part of the event over the years. Mr. Hoppe shared his appreciation of being a part of something that gives back to employees.

Mr. Ulaszewski shared that Mr. Hoppe continually gives an outstanding effort and he epitomizes the "Long Beach Way". Mr. Ulaszewski thanked Mr. Hoppe for all his hard work and always doing what is best for the employees and helping to recognize them. Ms. Vaughn also congratulated Mr. Hoppe on his retirement.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary – BL Spanish
2. **RATIFY** job announcement bulletin for Assistant Director – Fiscal Services
3. **RATIFY** job announcement bulletin for Chief Communications and Community Engagement Officer
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
5. **RATIFY** job announcement bulletin for Instructional Aide – Deaf/Hard of Hearing
6. **RATIFY** job announcement bulletin for Laborer
7. **RATIFY** job announcement bulletin for School/Community Liason – BL Spanish
8. **RATIFY** job announcement bulletin for Student Store Lead
9. **APPROVE** the certification of Building Maintenance Worker Driver eligibility list 21-0078-0880 established 05/10/2021
10. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW12-5258 established 03/30/2021
11. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW12-5258 established 05/04/2021
12. **APPROVE** the certification of Fleet Maintenance Manager eligibility list 21-0105-0516 established 05/28/2021
13. **APPROVE** the certification of Human Resources Assistant – Temporary Only eligibility list 21-0119-3350 established 05/24/2021
14. **APPROVE** the certification of Recreation Aide eligibility list 21-0124-5255 established 05/25/2021
15. **APPROVE** the certification of Recreation Aide eligibility list 21-0125-5255 established 06/01/2021
16. **APPROVE** the certification of School Safety Officer eligibility list 21-0116-5014 established 06/02/2021

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 9-16 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Creation of a Classification – Program and Policy Development Advisor

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 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 Revision of Classifications – Educational Research Analyst I and Strategic Data Project Analyst

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

Mr. Kato presented service year pins to Commission employees that have served five years with the Long Beach Unified School District.

4. **ANNOUNCE** the 2021 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 Personnel Commission Employee of the Year, Judith Alonso, Human Resources Technician.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 17, 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 8:53 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:57 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:58 a.m.