

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

MINUTES

Regular Meeting

November 21, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, November 21, 2019 at 8:19 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, Sheryl Bender.

ROLL

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

Present:                Sheryl Bender  
                              Terence Ulaszewski

STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; and Aaron Dominguez, Human Resources Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Paul Vargas, Custodian.

MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Ms. Bender, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of November 7, 2019.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, announced that Personnel Commission staff attended the Human Resource Services staff meeting held at Educare. The first part of the meeting was a mandated sexual harassment training and then the Chief Human Resources Officer from University of California, Berkeley spoke regarding unconscious bias in hiring procedures. Mr. Kato thanked David Zaid,

Assistant Superintendent, Human Resource Services, for the invitation to bring Human Resource Services and Personnel Commission staff together.

Mr. Kato informed the Commission that the CSEA contract vote was held at multiple sites on November 18<sup>th</sup>, including the auditorium at the Personnel Commission. The contract was adopted at the November 20, 2019 Board of Education meeting.

Oralia Leyva, Human Resource Services Technician, informed the Commission that Maria Braunstein, Personnel Analyst; and Gregg Robinson, Associate Personnel Analyst were unable to attend today's meeting as multiple interviews and exams are being conducted. Ms. Leyva informed the Commission that many recruitments are open or in various stages of testing.

Jesus Rios Jr., Employment Services Supervisor, reported that he and Dale Culton Certification Services Manager, are the sexual harrassment trainers for Personnel Commission and have conducted the first part of the training for staff. Mr. Rios Jr., also thanked Oralia Leyva and Special Education administrators for their work filling Instructional Aide – Special vacancies.

Susan Leaming, Personnel Analyst, reported that she anticipates the Instructional Aide-Special job family study will be brought forward to the Commission for approval in December.

Ms. Leaming announced there are two sessions of CPR/First Aid certification scheduled on December 13, 2019 at the Teacher Resource Center (TRC) and that openings are still available for both sessions.

Commissioner Vaughan arrived at 8:26 a.m.

## CONSENT AGENDA

After discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-11 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		

1. **RATIFY** job announcement bulletin for Groundskeeper
2. **RATIFY** job announcement bulletin for Landscape Irrigation Worker
3. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
4. **RATIFY** job announcement bulletin for Kids' Club Assistant
5. **RATIFY** job announcement bulletin for District Security Officer

6. **RATIFY** job announcement bulletin for Campus Security Officer
7. **APPROVE** the certification of Recreation Aide-WRAP eligibility list 20-0028-5261 established 10/28/2019
8. **APPROVE** the certification of Recreation Aide eligibility list 20-0022-5255 established 10/28/2019
9. **APPROVE** the certification of Recreation Aide-Kids' Club eligibility list 20-0024-5257 established 10/28/2019
10. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 20-0049-3345 established 11/12/2019
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0038-5068 established 11/20/2019

**OLD BUSINESS**

None

**NEW BUSINESS**

1. **APPROVE** the revised classification of Facilities Use Technician

Following discussion, a motion was made by Mr. Ulaszewski, and seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the revised classification of Facilities Use Technician.

2. **APPROVE** the revised classification of Associate Research Information Systems Analyst

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote to approve the revised classification of Associate Research Information Systems Analyst.

<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**

Following discussion, it was decided the the Personnel Commission Meeting scheduled for December 5, 2019 will begin at 9:30 a.m.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 5, 2019 at 9:30 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

1. Review and take action the Hearing Officer's report regarding the suspension and demotion of classified employee E9827478.

The Personnel Commission retired into closed session at 8:37 a.m.

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

The Commission reviewed the Hearing Officer's report and unanimously voted to sustain the Hearing Officer's recommendation to uphold the Board of Education's action to suspend and demote classified employee E9827478. The Commission directed the Executive Officer to send copies of the decision to the District and the employee in accordance with Personnel Commission Rule 11.5.E.

<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 9:35 a.m.