

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

MINUTES
Regular Meeting

June 16, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Vice-Chairperson, on Thursday, June 16, 2022 at 8:44 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 Vice-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; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Human Resources Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician, and Lydia Smith, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Appellant ID 25025869.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of June 2, 2022.

<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, shared that he and other managers recently met with Nutrition Services to review the department vacancies. Mr. Kato explained that Assembly Bill 2045, regarding banding scores for eligibility lists, passed the Assembly unopposed and is now moving to the Senate. Mr. Kato shared that the school year has ended and staff will be working to fill the vacancies before the new school year. Mr. Kato thanked the Child Development Centers (CDC) for donating the chairs in the Commission meeting room.

Jesus Rios Jr., Associate Personnel Analyst, reported that the unit is completing summer recruitments and preparing for the fall vacancies. Mr. Rios shared there are 84 recruitments in various stages of the examination process, 11 are pending, and 33 are in the testing process.

Maria Braunstein, Personnel Analyst, explained that the low number of candidates on recent eligibility lists is a result of frequent testing for each recruitment. Ms. Braunstein shared that staff participated in the job fair held on June 7, 2022 by the City of Long Beach at the Long Beach Convention Center. Ms. Braunstein noted that the event had over 4,000 RSVP's and staff spoke to approximately 600 potential candidates. Ms. Braunstein explained the Long Beach School for Adults (LBSA) Custodian course will be starting again and staff will be available to assist students with their employment applications. Ms. Braunstein also mentioned that she and Susan Leaming, Personnel Analyst, recently presented at the Equity Leadership and Talent Development (ELTD), session for Rising Office Leaders. Ms. Braunstein shared that they received positive feedback from the audience exit surveys and Katie Hickox, Assistant Director, Equity Leadership and Talent Development.

Anne Follett, Human Resources Technician, reported that the staff has sent all notifications for summer school positions. Ms. Follett shared that 75 students will be working as interns this summer and she has been processing their employment paperwork.

Dale Culton, Certification Services Manager, informed the Commission there are 350 Recreation Aides on the eligibility list and each candidate was emailed the list of school site vacancies so they can contact the sites directly to schedule an interview. Mr. Ulaszewski inquired how often will the Recreation Aide candidates be notified of site vacancies and Mr. Culton responded that they plan on sending the list of vacancies again before the start of school.

Susan Leaming, Personnel Analyst, notified the Commission that the new salary schedules are with Duplicating and should be available in the near future.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Instructional Aide - Special
2. **RATIFY** job announcement bulletin for Nutrition Services Worker
3. **RATIFY** job announcement bulletin for Nutrition Services Worker – Catalina
4. **APPROVE** the certification of Accompanist eligibility list 22-0253-5213 established 06/13/2022
5. **APPROVE** the certification of Certification Services Manager eligibility list 22-0240-3291 established 06/15/2022
6. **APPROVE** the certification of Computer Support Technician eligibility list 22-0232-5108 established 06/17/2022
7. **APPROVE** the certification of Environmental Health and Safety Manager eligibility list 22-0185-0610 established 06/08/2022

8. **APPROVE** the certification of Facilities Project Manager - Construction eligibility list 22-0225-5189 established 06/10/2022
9. **APPROVE** the certification of Head Start Instructional Aide – BL Spanish eligibility list 22-0177-5235 established 06/13/2022
10. **APPROVE** the certification of Groundskeeper – Catalina Island eligibility list 22-0220-0172 established 06/13/2022
11. **APPROVE** the certification of Groundskeeper – Catalina Island eligibility list 22-0260-0172 established 06/13/2022
12. **APPROVE** the certification of Instructional Aide – Special eligibility list 22-0254-0448 established 06/08/2022
13. **APPROVE** the certification of Instructional Aide – Special eligibility list 22-0281-0448 established 06/17/2022
14. **APPROVE** the certification of Network Specialist eligibility list 22-0197-5119 established 06/10/2022
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0269-5068 established 06/08/2022
16. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0284-5068 established 06/16/2022
17. **APPROVE** the certification of Plumber eligibility list 22-0162-0242 established 06/17/2022
18. **APPROVE** the certification of Recreation Aide eligibility list 22-0279-5255 established 06/08/2022
19. **APPROVE** the certification of Recreation Aide eligibility list 22-0289-5255 established 06/17/2022
20. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0268-5257 established 06/09/2022
21. **APPROVE** the certification of Sign Language Interpreter eligibility list 22-0180-5214 established 06/17/2022

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-21 on the Consent Agenda.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the Revision of a Classification – Transportation Scheduler

Following discussion, a motion was made by Terence Ulaszewski, 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>
Sheryl Bender	X		
Terence Ulaszewski	X		

2. **APPROVE** the Recommendation to Remove from Eligibility List ID 25025869

New Business Item 2 was moved into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 30, 2022 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 8:57 a.m.

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

1. **APPROVE** the recommendation to remove from Eligibility List ID 25025869

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to grant the appeal of Eligibility List ID 25025869 and allow the candidate to move forward in the recruitment process.

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

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 10:00 a.m.