

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

MINUTES
Regular Meeting

February 10, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, February 10, 2022 at 8:15 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, Terence Ulaszewski.

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; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Employment Services Supervisor (Acting); Judith Alonso, Human Resources Technician; and Andrea Armas, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of January 27, 2021.

<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, reported the Personnel Commission Annual Report packet was submitted to the Board of Education members. Mr. Kato explained the packet included an introductory letter, a booklet of the PowerPoint presentation, a corresponding brochure of the data, and the written report. Mr. Kato mentioned that he and Dale Culton, Certification Services Manager, attended the principals meeting on January 28, 2022, to discuss the new classified layoff procedures. Mr. Kato shared the meeting was informative and will ensure timely submission of the necessary information for the classified layoff process.

At 8:25 a.m., Commissioner Vaughan arrived.

Jesus Rios Jr., Associate Personnel Analyst, reported that there are 71 recruitments in progress and 13 pending. Mr. Rios explained that recruitments are ongoing and encompass many different classifications for school sites and central offices. Mr. Rios recognized staff for their work on recruitments, screening applications, and making sure items progress forward.

Dale Culton, Certification Services Manager, thanked Anne Follett, Employment Services Supervisor (Acting), for her work during his absence. Mr. Culton shared a complimentary letter regarding Silaue Taeleifi, Human Resources Technician, and her excellent customer service skills.

Susan Leaming, Personnel Analyst, shared the CPR sessions for the Buffum school site staff have been rescheduled to February 23, 2022, and two more CPR sessions are being held on March 14, 2022, at the Teacher Resource Center. Ms. Leaming explained that the Personnel Commission employment web page was recently converted by NEOGOV to their career pages format, and the site was now updated with the District logo and graphics.

Mr. Kato recognized and expressed appreciation to Lydia Smith, Human Resources Technician (Acting); Anne Follett, Employment Services Supervisor (Acting); and Jesus Rios Jr., Associate Personnel Analyst for going above and beyond their normal job duties.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Environmental Health and Safety Manager
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide - Bilingual Spanish
3. **RATIFY** job announcement bulletin for Instructional Aide – Special
4. **RATIFY** job announcement bulletin for Maintenance Team Lead
5. **RATIFY** job announcement bulletin for Plant Utilities Operator
6. **RATIFY** job announcement bulletin for Site Specialist – Business Partnerships (Revised)
7. **APPROVE** the certification of Building Maintenance Worker (Revised) eligibility list 22-0054-0625 established 01/27/2022
8. **APPROVE** the certification of Building Maintenance Worker/Driver (Revised) eligibility list 22-0055-0880 established 01/27/2022
9. **APPROVE** the certification of Environmental Health and Safety Manager eligibility list 22-0102-1610 established 02/11/2022

10. **APPROVE** the certification of Health Assistant eligibility list 22-0056-5170 established 02/01/2022
11. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0166-0448 established 02/04/2022`
12. **APPROVE** the certification of Intermediate Office Assistant eligibility list 22-0039-0673 established 02/07/2022
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0130-5068 established 02/03/2022
14. **APPROVE** the certification of Recreation Aide eligibility list 22-0158-5255 established 02/02/2022
15. **APPROVE** the certification of Recreation Aide eligibility list 22-0182-5255 established 02/07/2022
16. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0160-5261 established 02/08/2022
17. **APPROVE** the certification of Senior Accounting Assistant eligibility list 22-0075-0760 established 02/07/2022
18. **APPROVE** the certification of Sign Language Interpreter eligibility list 22-0165-5214 established 01/31/2022
19. **APPROVE** the certification of Student Data System Specialist eligibility list 22-0046-5164 established 02/09/2022
20. **APPROVE** the certification of Warehouse Materials Processor eligibility list 22-0103-0712 established 02/07/2022

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify item 1-6 and approve items 7-20 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. **APPROVE** the Abolishment of a Classification – Webmaster

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 1.

<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 Revision of a Classification– Grounds Service Manager

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 2.

<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 Revision of Classifications – Custodial Services Inspector and Area Custodial Manager

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 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** the Revision of Classifications – Senior Executive Secretary (C) and Executive Secretary (C)

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 4.

<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

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 24, 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 8:35 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:49 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:50 a.m.