

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

MINUTES
Regular Meeting

May 19, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, May 19, 2022 at 8:22 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, Linda Vaughan.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

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; Oralia Leyva Leonor, Employment Services Supervisor; Anne Follett, Human Resource Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Christopher Itson, Assistant Director, Marketing and Media Services; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Juan Perez, School Safety Officer; Michael Morgan, School Safety Officer; Employee E00483834; Appellant 28406021; and Krishna Murphy.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender. Employee E00483834 questioned the accuracy of the Roll-Call Vote in the minutes and following discussion, Chairperson Vaughan stated the minutes were accurate and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 5, 2022.

<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

Mr. Kato stated he received an email from Employee E00483834 and has shared it with the Commissioners. Mr. Kato also shared that Employee E00483834 has an item on the agenda.

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, thanked Commissioner Ulaszewski for inviting Personnel Commission staff to attend a concert in the park celebration in honor of his late wife, Dr. Anna Ulaszewski, which benefited two charity organizations. Mr. Kato noted that the annual Classified Employee Celebration will be held tomorrow at the Teacher Resource Center (TRC) and the District Classified Employee of the Year will be announced at the event. Mr. Kato mentioned that Anne Follett, Human Resources Technician, was one of the 17 nominees for Classified Employee of the Year. Mr. Kato named the six finalists for the Classified Employee of the Year, Gregory Broadway, Plant Supervisor II – Marshall Middle School; Marcel Hodges, Nutrition Services Worker – Cabrillo High School; Grover Khem, Custodian – Jefferson Leadership Academy; Elizabeth Maglasang, Instructional Aide – Special – Edison Elementary; Toma McGuire, Recreation Aide – Holmes Elementary; and Norman Pacheco, Campus Staff Assistant – Cabrillo High School.

Mr. Kato shared that on May 11, 2022 Personnel Commission staff were invited to the Child Development Center (CDC) employee appreciation event and expressed gratitude for being invited. Mr. Kato mentioned the May 12, 2022 job fair was a great success and good relationships were established with Long Beach City College (LBCC). Mr. Kato mentioned that the California School Employee Association (CSEA) conducted contract voting in-person on May 13, 2022 at the Personnel Commission offices. Mr. Kato reported that he and Jesus Rios, Jr., Associate Personnel Analyst, attended the Computer and Office Studies Industry Advisory Committee meeting for LBCC and gave input for the curriculum of the industry. Mr. Kato shared that staff will be participating in a job fair coming up at the Long Beach Convention Center on June 7, 2022.

Amy Van Fossen, Associate Personnel Analyst, reported that there are 85 ongoing recruitments in progress with 43 recruitments accepting applications. Ms. Van Fossen explained that prior to the job fair there was a push to get as many job recruitments open as possible and thanked staff for their work.

Maria Braunstein, Personnel Analyst, reported over 800 people registered, and 367 attendees checked-in at the job fair. Ms. Braunstein explained LBCC has a policy that vaccinations are required to enter campus buildings and Personnel Commission staff assisted individuals not able to attend the event so they would feel welcomed by the Long Beach Unified School District (LBUSD). Ms. Braunstein mentioned that LBUSD Chromebooks were utilized by many attendees, which reduced paperwork and increased efficiency. Ms. Braunstein thanked the following for their help to make the job fair happen: Lincoln Elementary staff, LBUSD Communications and Community Engagement team of Chris Eftychiou, Deron Mashburn, and Chris Itson, LBUSD Duplicating staff, Personnel Commission staff, the Recruitment and Testing Unit for keeping the job fair organized, and Andrea Armas, Human Resources Technician for making logo shirts for her team. Ms. Braunstein stated the event was a success and staff is working diligently to complete eligibility lists so applicants can quickly be turned into LBUSD employees.

Dale Culton, Certification Services Manager, thanked Anne Follett and Jesus Rios, Jr., for assisting in training Oralia Leyva, Employment Services Supervisor, in her new position. Mr. Culton shared that a new Human Resources Technician will be starting on June 1, 2022 in the Certification and Employment Services unit.

Susan Leaming, Personnel Analyst, introduced Chris Itson, Assistant Director, Marketing and Media Services, and explained he was here in support of New Business Item 1. Ms. Leaming shared that on June 1, 2022 an in-person CalPERS retirement workshop will be held in the auditorium. Ms. Leaming mentioned that representatives from Payroll and Risk Management would also be present at the workshop to answer questions.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Purchasing and Contracts Director
2. **RATIFY** job announcement bulletin for Contract Analyst
3. **RATIFY** job announcement bulletin for Custodian
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
5. **RATIFY** job announcement bulletin for Groundskeeper
6. **RATIFY** job announcement bulletin for Groundskeeper – Catalina Island
7. **RATIFY** job announcement bulletin for HVAC Technician
8. **RATIFY** job announcement bulletin for Instructional Aide - Special
9. **RATIFY** job announcement bulletin for Intermediate Office Assistant, Intermediate Office Assistant BL - Spanish
10. **RATIFY** job announcement bulletin for Maintenance Laborer
11. **RATIFY** job announcement bulletin for Middle School Office Supervisor
12. **RATIFY** job announcement bulletin for Recreation Aide – Catalina Island
13. **RATIFY** job announcement bulletin for Salary Services Supervisor
14. **RATIFY** job announcement bulletin for Technology Field Operations Supervisor
15. **RATIFY** job announcement bulletin for Transportations Supervisor
16. **RATIFY** job announcement bulletin for School Safety Officer
17. **RATIFY** job announcement bulletin for Senior Office Assistant
18. **RATIFY** job announcement bulletin for Stage Technician
19. **RATIFY** job announcement bulletin for Textbook/Library Services Supervisor
20. **RATIFY** job announcement bulletin for Water/Boiler Treatment Specialist

21. **APPROVE** the certification of General Counsel eligibility list 22-0128-5294 established 05/05/2022
22. **APPROVE** the certification of Library Media Assistant eligibility list 22-0210-0465 established 05/10/2022
23. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0238-5068 established 05/13/2022
24. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0239-5068 established 05/13/2022
25. **APPROVE** the certification of Recreation Aide eligibility list 22-0250-5255 established 05/19/2022
26. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 22-0213-5071 established 05/17/2022

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 items 1-20 and approve items 21-26 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

1. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E00483834

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender. Mr. Kato explained that Personnel Commission procedures to approve the hearing are in compliance with the Brown Act and all applicable laws. Mr. Ulaszewski moved to amend the motion to include the hearing will be heard by a hearing officer, Sheryl Bender seconded, and the motion carried with a unanimous vote of those present to grant the hearing of Employee E00483834. Employee E00483834 asked a procedural question regarding hearing agenda items in open vs. closed session and the Commissioners responded to the inquiry.

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

NEW BUSINESS

1. **APPROVE** the Media Services Job Family Review

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 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 recommendation to remove from Eligibility List ID 28406021

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 2, 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 8:46 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:49 a.m. and the following reportable actions were taken.

1. **APPROVE** the recommendation to remove from Eligibility List ID 28406021

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 28406021 from the current eligibility list and allow the applicant to reapply.

<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 9:50 a.m.