

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

MINUTES
Regular Meeting

March 24, 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, March 24, 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: Terence Ulaszewski
Linda Vaughan

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 Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Martin Maldonado, Plant Supervisor.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 10, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that the Financial Education program in collaboration with Schools First Credit Union and Long Beach Federal Credit Unions has been extended for two more years. Mr. Kato shared the financial education program is available to all classified and certificated personnel. Mr. Kato introduced the new Plant Supervisor, Martin Maldonado. Mr. Maldonado shared his history with the District and is excited to be the Plant Supervisor at Monroe.

At 8:18 a.m., Commissioner Bender arrived.

Amy Van Fossen, Associate Personnel Analyst, reported that there are 77 ongoing recruitments in progress with 20 in the testing phase and 19 pending. Ms. Van Fossen announced the Personnel Commission staff would be visiting Long Beach School for Adults every Thursday for the next two weeks to assist students completing employment applications and answer any questions for the open Custodial Services recruitment.

Anne Follett, Employment Services Supervisor (Acting), reported the online summer school application window closed on March 18, 2022, and 738 summer school applications were submitted. Jesus Rios, Associate Personnel Analyst, mentioned that the summer school program will be offered at many sites in the District. Dale Culton, Certification Services Manager, shared that in collaboration with Human Resources Services staff there will be training sessions for the site secretaries on the vacancy assignment process over the next couple of weeks.

Susan Leaming, Personnel Analyst, reported that on March 14, 2022, two sessions of CPR training were held and 93 employees completed the training.

Commissioner Ulaszewski inquired about the Pacific Gateway job fair mentioned at the last meeting. Maria Braunstein, Personnel Analyst, shared the job fair was a good opportunity to advertise the open recruitments in the District. Mr. Rios mentioned the feedback was very positive and praised staff that participated in the job fair.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian
2. **RATIFY** job announcement bulletin for Human Resources Assistant
3. **RATIFY** job announcement bulletin for HVAC Technician
4. **RATIFY** job announcement bulletin for Instructional Aide - Special
5. **RATIFY** job announcement bulletin for Library/Media Assistant
6. **RATIFY** job announcement bulletin for Management Analyst
7. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
8. **RATIFY** job announcement bulletin for Van Driver – Catalina Island
9. **APPROVE** the certification of Administrator, Construction eligibility list 22-0105-5211 established 03/23/2022
10. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW5-5258 established 11/03/2021
11. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW6-5258 established 11/22/2021
12. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW7-5258 established 12/02/2021

13. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW8-5258 established 01/14/2022
14. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW9-5258 established 02/04/2022
15. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW10-5258 established 02/28/2022
16. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW11-5258 established 03/11/2022
17. **APPROVE** the certification of Custodian eligibility list 22-0079-0139 established 02/24/2022
18. **APPROVE** the certification of Grounds Crew Supervisor eligibility list 22-0106-0605 established 03/24/2022
19. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0194-0448 established 03/21/2022
20. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 22-0142-0755 established 03/15/2022
21. **APPROVE** the certification of Intermediate Office Assistant – BL Spanish eligibility list 22-0074-5050 established 03/14/2022
22. **APPROVE** the certification of Mail Delivery Driver eligibility list 22-0104-0219 established 03/24/2022
23. **APPROVE** the certification of Nutrition Services Manager eligibility list 22-0088-5061 established 03/18/2022
24. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0189-5068 established 03/15/2022
25. **APPROVE** the certification of Purchasing Agent eligibility list 22-0144-5128 established 03/23/2022
26. **APPROVE** the certification of Recreation Aide eligibility list 22-0196-5255 established 03/14/2022
27. **APPROVE** the certification of Recreation Aide eligibility list 22-0204-5255 established 03/22/2022
28. **APPROVE** the certification of Site Specialist – Business Partnerships eligibility list 22-0175-5298 established 03/25/2022

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 item 1-9 and approve items 10-28 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** a Public Hearing date for the proposed Personnel Commission Budget 2022-2023

Following discussion to change the hearing date from April 7, 2022 to April 21, 2022, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority 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** meeting dates for Personnel Commission 2022-2023

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 Recommendation to Remove from Eligibility List ID 48461521

Appellant ID 48461521 was not in attendance. The Commission moved New Business Item 3 into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 7, 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 8:31 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:40 a.m. and the following reportable action was taken.

1. **APPROVE** the recommendation to remove from eligibility list ID 48461521

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 staff's recommendation to remove Applicant ID 48461521 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

<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 9:41 a.m.