

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
880 Locust Ave.  
Long Beach, CA 90813

MINUTES  
Regular Meeting

March 11, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, March 11, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast on the LBUSD YouTube channel and attendees were participating by teleconference.

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 telephonic attendance as established by roll call:

Present:                Sheryl Bender  
                             Terence Ulaszewski  
                             Linda Vaughan

STAFF MEMBERS  
TELEPHONICALLY  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician, Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Alejandra Torres, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant, and Aisha Alex, Human Resources Assistant.

GUESTS  
TELEPHONICALLY  
PRESENT

Alan Reising, Business Services Administrator; Steven Rockenbach, Director of Employee Relations and Ethics; David Van Westerhuyzen, Maintenance Director; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Gary Marshall, Multimedia Technology Supervisor; Ruben Sosnowski, Production Specialist/Editor; Appellant 16759608.

MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 25, 2021.

<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

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that plans are progressing to recognize classified employees during Classified Employee Appreciation week in May. Mr. Kato reported that he had a positive meeting with Commissioner Ulaszewski, Dr. Jill Baker, Superintendent of Schools, and Yumi Takahashi, Chief Business and Financial Officer. Commissioner Ulaszewski mentioned that the Superintendent and Chief Business and Financial Officer were pleased with the availability of eligibility lists and positions being filled for the re-opening of schools. Mr. Ulaszewski thanked staff for all of their work to fill open positions in anticipation of the re-opening of schools.

Greggory Robinson, Personnel Analyst, reported 48 recruitments are in various stages of the examination process. Mr. Robinson shared that Maria Braunstein, Personnel Analyst, was approached by an employee who told her that he was a student in a Long Beach School for Adults Building Maintenance Custodial Services class and thanked Ms. Braunstein for the assistance she provided him with his application. Mr. Robinson stated that this interaction was a great example of the customer service that recruitment and testing staff strive to provide to all stakeholders.

Jesus Rios Jr., Employment Services Supervisor, thanked the recruitment and testing staff for their efficiency to create eligibility lists. Mr. Rios, Jr. reported that Certification staff has been working with sites to fill vacancies in preparation for the re-opening of school sites. Mr. Rios Jr. informed the Commissioners that 708 applications had been received for summer school and thanked staff for their continued efforts assisting applicants.

Susan Leaming, Personnel Analyst, informed the Commission that focus group meetings were completed with employees in the School Safety job family classifications. In total, 13 focus groups were held with 45 employees in the seven classifications involved in the study. The consultants are now in the process of analyzing the information provided by employees in the focus groups and preparing classification recommendations.

Mr. Kato introduced Alan Reising, Business Services Administrator, and David Van Westerhuyzen, Maintenance Director, to the Commissioners. Mr. Kato stated that they were here to answer any of the questions regarding the classifications on the agenda. Mr. Reising spoke regarding the new Maintenance Team Lead classification and the Maintenance Laborer eligibility list and how the new classifications are a part of their ongoing efforts to promote from within and utilize the District's internal resources.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for High School Office Supervisor
2. **RATIFY** job announcement bulletin for Systems Analyst – Oracle
3. **RATIFY** job announcement bulletin for Translator – Interpreter - BL Spanish
4. **APPROVE** the certification of Administrative Secretary eligibility list 21-0057-3339 established 03/04/2021
5. **APPROVE** the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 21-0054-5235 established 03/01/2021

6. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 21-0056-5206 established 03/01/2021
7. **APPROVE** the certification of Instructional Aide Special eligibility list 21-0011-0448 established 03/09/2021
8. **APPROVE** the certification of Maintenance Laborer eligibility list 21-0063-5275 established 03/03/2021
9. **APPROVE** the certification of Recreation Aide eligibility list 21-0086-5255 established 03/10/2021
10. **APPROVE** the certification of Recreation Aide (REVISED) eligibility list 21-0083-5255 established 03/10/2021

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-10 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 Creation of a New Classification: Maintenance Team Lead

Following discussion, 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 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 Classification Specifications – AB413

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, 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 a Classification – Child Nutrition Specialist

Following discussion, 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 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 a Classification – Environmental Health and Safety Manager

Following discussion, 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 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		

5. **APPROVE** the recommendation to remove from eligibility list ID 16759608

Appellant 16759608 was in attendance. The Commission moved New Business Item 5 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 25, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:37 a.m. Commissioner Ulaszewski excused himself from the meeting due to a prior commitment.

OPEN SESSION

The Personnel Commission returned to open session at 9:18 a.m. and the following reportable action was taken:

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to grant the appeal of Applicant ID 16759608.

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

## ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:19 a.m.