

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

MINUTES
Regular Meeting

October 21, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, October 21, 2021 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 telephonic 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; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Andrea Armas, Associate Personnel Analyst (Acting); and Judith Alonso, Associate Personnel Analyst (Acting).

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Dr. Lucy Salazar, Director, Equity, Engagement & Partnerships; John Tamura, Director, Purchasing & Contracts; and Michelle Thomassian, Administrator, Business Engagement & Strategic Partnerships.

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 October 7, 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 that the job fair held last Friday at Pacific Gateway was a success and thanked Commissioner Ulaszewski for attending and assisting with the job fair. Mr. Kato mentioned he met with the Association of Long Beach Educational Managers & Confidential Employees (ALBEM) to discuss employment challenges and establish partnerships to educate others on the Merit System. Mr. Kato explained he met with Dr. Jill Baker, Superintendent of Schools, and

spoke about our organization and possibilities for the future. Mr. Kato reported he would be presenting at the Personnel Commissions Association of Southern California (PCASC) workshop at the Los Angeles County Office of Education (LACOE) regarding alternative Merit System scoring proposals. Mr. Kato introduced and welcomed John Tamura, Director, Purchasing & Contracts; Michelle Thomassian, Administrator, Business Engagement & Strategic Partnerships; and Dr. Lucy Salazar, Director, Equity, Engagement & Partnerships to the meeting.

Maria Braunstein, Personnel Analyst, reported the October 15, 2021, job fair at Pacific Gateway had a great turnout with over 175 attendees. Ms. Braunstein shared there was representation from the departments of Nutrition Services, Special Education, Kids' Club, Winners Reaching Amazing Potential (WRAP), and the Child Development Centers (CDC) to help promote their vacant positions. Ms. Braunstein stated the next job fair will be held at Pacific Gateway on Thursday, November 4, 2021. Ms. Braunstein explained that this will be another opportunity where candidates can get assistance with online applications, test for select positions, schedule interviews, and schedule fingerprinting. Ms. Braunstein thanked Craig Foster, Reprographics Supervisor, and Natalie Williams, Reprographics Technician, for creating and printing banners for the event. Ms. Braunstein also thanked Chris Itson, Assistant Director, Marketing and Media Services for creating online advertising for the job fair. Ms. Braunstein reported there will also be another job fair at Long Beach City College on November 9, 2021. Mr. Kato thanked Ms. Braunstein for her work on the job fair.

Jesus Rios Jr., Employment Services Supervisor, reported there were 44 applicants fingerprinted from the job fair including eight Child Care Workers, one Recreation Aide – Kids' Club, one Recreation Aide – WRAP, 19 Recreation Aides, and 15 Nutrition Services Worker. Mr. Rios recognized everyone who worked the job fair.

Dale Culton, Certification Services Manager, shared that most candidates at the job fair preferred to complete the employment processing paperwork in person rather than using the online link.

Susan Leaming, Personnel Analyst, informed the Commission that two sessions of CPR/First Aid for Classified staff will be held at the Teacher Resource Center (TRC) on Friday, December 3, 2021 and priority is given to classified employees who work with special needs students.

Mr. Ulaszewski recognized Ms. Braunstein for organizing the job fair. Mr. Ulaszewski shared that all employees were displaying team work and showed patience and encouragement with the applicants. Mr. Ulaszewski thanked all staff for the successful job fair.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Contract Manager (Recruitment Extended)
2. **RATIFY** job announcement bulletin for Executive Secretary (C)
3. **RATIFY** job announcement bulletin for General Counsel
4. **RATIFY** job announcement bulletin for Translator – Interpreter – BL Khmer

5. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0041-0448 established 10/11/2021
6. **APPROVE** the certification of Job Developer eligibility list 22-0016-0463 established 10/13/2021
7. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0050-5068 established 10/11/2021
8. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0063-5068 established 10/18/2021
9. **APPROVE** the certification of Recreation Aide eligibility list 22-0070-5255 established 10/13/2021
10. **APPROVE** the certification of Recreation Aide eligibility list 22-0080-5255 established 10/20/2021
11. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 22-0042-5261 established 10/19/2021
12. **APPROVE** the certification of Senior Web Applications Developer eligibility list 22-0033-5293 established 10/11/2021

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 items 1-4, and approve items 5-12 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 Creation of a New Classification – Purchasing Manager

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>
Terence Ulaszewski	X		
Sheryl Bender	X		

2. **APPROVE** the Creation of a New Classification – Site Specialist – Business Partnerships

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 2.

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

3. **APPROVE** the recommendation to remove from eligibility list ID 16636362

New Business Item 3 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 4, 2021 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 8:40 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 10:00 a.m. and the following reportable actions were taken:

1. **APPROVE** the recommendation to remove from eligibility list ID 16636362

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to allow Applicant ID 16636362 to remain on the current eligibility list of Recreation Aide. The Commissioners also requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:01 a.m.