

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
1515 Hughes Way
Long Beach, CA 90810

MINUTES
Regular Meeting

August 27, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, August 27, 2020 at 8:19 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California. The meeting was broadcasted 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; Dale Culton, Certification Services Manager; Gregory Robinson, Associate Personnel Analyst; Ashleigh Fernando, Senior Administrative Secretary (Acting); Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS
TELEPHONICALLY
PRESENT

Vaurice Scott, CSEA Chapter 2 Vice President – Unit A; Chester Davidson, CSEA Chapter 2 Vice President – Unit B; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

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 August 13, 2020.

<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, reported that some staff attended the Secretary Summer Institute, which kicks off the new year for all secretaries and office supervisors. The experience was positive and gave information about check-in procedures. The Personnel Commission is still currently closed to the public, however, there are new screening procedures that are required for all employees entering district facilities. The Personnel Commission will also be welcoming the Translation Unit to Monroe on a temporary basis. Mr. Kato thanked the staff for making the Translation Unit feel welcome.

Maria Braunstein, Personnel Analyst, reported the Recruitment and Testing Unit continues to be busy evidenced by the bulletins and eligibility lists on the agenda for approval and ratification. Staff is focusing recruitments efforts for classifications that work directly with students and health and safety. Ms. Braunstein mentioned online examinations are currently taking place for the Custodian classification to assure Operations has the appropriate staff available to maintain sites. Ms. Braunstein explained multiple examinations are being conducted online for the Instructional Aide classifications. Ms. Braunstein thanked the subject matter experts from various departments. The subject matter experts have played a critical role over the last few months helping to develop new content for online examinations. Without their assistance we would not have been able to move forward with testing and creating eligibility lists.

Commissioner Terence Ulaszewski asked if candidates are having issues with completing the online examinations. Ms. Braunstein explained that there has been very few issues reported. There are also procedures available to help candidates without a computer.

Jesus Rios Jr., Employment Services Supervisor, reported the last two weeks have been eventful with the opening of schools starting next week. Certification will continue with processing new staff as well as fingerprinting and inputting assignments. Certification has started receiving an influx of calls from individuals having questions regarding assignments, those questions have been directed to the appropriate departments for clarification. Mr. Rios Jr. thanked the entire staff, particularly, Ms. Susan Brister, Human Resources Technician, who in the last two weeks has completed sixty six (66) pages of hourly elections, along with closing out forty eight (48) Vacancy Assignments (VA's), which is making sure assignments are input correctly and are ready for the start of school.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Executive Secretary to the Superintendent/Board of Education (C) (Revised)
2. **RATIFY** job announcement bulletin for Fleet Maintenance Manager
3. **APPROVE** the certification of CDC Guidance Specialist eligibility list 20-0133-5215 established 08/28/2020
4. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW3-5258 established 08/20/2020
5. **APPROVE** the certification of Communications Specialist eligibility list 20-0161-5274 established 08/21/2020

6. **APPROVE** the certification of Computer Support Technician eligibility list 20-0159-5108 established 08/24/2020
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 20-0127-0448 established 08/20/2020
8. **APPROVE** the certification of Instructional Aide - Special eligibility list 20-0143-0448 established 08/20/2020
9. **APPROVE** the certification of Personnel Analyst eligibility list 21-0001-0236 established 08/26/2020
10. **APPROVE** the certification of Sign Language Interpreter eligibility list 20-0035-5214 established 08/27/2020

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 1-2 and approve items 3-10 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the extension of Intermediate Office Assistant 19-0121-0673 eligibility list established 09/04/2019
2. **APPROVE** the extension of Intermediate Office Assistant 19-0123-3354 eligibility list established 09/04/2019
3. **APPEAL** of disqualified applicant ID 12203913

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 1-2.

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

The Commission moved New Business Item 3 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 10 at 8:15 a.m. at 1515 Hughes Way, 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 8:34 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:52 a.m.

1. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **DENY** the appeal of Disqualified Applicant ID 12203913.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:53 a.m.