

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

MINUTES
Regular Meeting

May 21, 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, May 21, 2020 at 8:15 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; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Gregory Robinson, Associate Personnel Analyst; Jesus Rios Jr., Employment Services Supervisor; Vanessa Ortiz, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS
TELEPHONICALLY
PRESENT

Steven Rockenbach, Director of Employee Relations and Ethics; Gilbert Bonilla, CSEA Chapter 2 President; Ruben Sosnowski, Production Specialist/Editor; and Gary Marshall, Multimedia Technology 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 May 7, 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

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that central office staff will cease telecommuting and begin reporting to their offices on Tuesday, May 26, 2020. Mr. Kato stated that there is adequate space in the Personnel Commission work areas to accommodate social distancing guidelines. Mr. Kato reported that on May 12, 2020, the first virtual Personnel Commission quarterly staff meeting was held. Mr. Kato also reported he recently met with Steve Bui, Transportation Director, to discuss the future classified staffing needs of the Transportation department.

Greggory Robinson, Associate Personnel Analyst, reported that there are currently twenty-two (22) open recruitments and that he and Maria Braunstein, Personnel Analyst, have been developing examinations for online administration. Mr. Robinson mentioned several examinations are moving forward with remote testing and interviewing. Mr. Robinson also mentioned that he and Ms. Braunstein have been collaborating with other agencies regarding best practices. Mr. Kato thanked the recruitment and testing team for developing innovative processes and adapting so quickly to online testing.

Jesus Rios Jr., Employment Services Supervisor, reported that the number of available summer school employment positions will be reduced as the summer education program will be primarily online this year. Mr. Rios Jr. is working with other departments to determine their summer staffing needs.

Dale Culton, Certification Services Manager, reported that he and Mr. Kato recently met with CSEA leadership to review the layoff and reductions of classified staff recently approved by the Board of Education. After the effects of bumping were implemented, fourteen (14) employees were reduced in hours and eight (8) employees were increased in hours.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Computer Support Technician
2. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
3. **RATIFY** job announcement bulletin for Nutrition Services Manager
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
5. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
6. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III
7. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker

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 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. **ADOPT** the 2020-2021 Personnel Commission Budget

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to adopt Old 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 following: Revisions to the Rules and Regulations of the Classified Service, Rule 12.19, Rule 1.1, Rule 10.1.A and C, Rule 10.11.B (Second Reading)

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 Old 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		

NEW BUSINESS

1. **APPROVE** the abolishment of a classification: Telecommunications Supervisor

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 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 following: Adopt the classification specification of Administrator, Behavior and Assessment Services Allocate the classification of Administrator, Behavior and Assessment Services to salary range 51 (M2)

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, 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. New Business Item Number 3 was pulled from the agenda.

4. **APPROVE** the following:

Reclassify incumbents in the "Schools" classifications into the Intermediate Office Assistant and Senior Office Assistant classifications or appropriate bilingual classes and direct all positions and employment lists be reclassified for the purpose of title change only.

Abolish the classifications of:

- Intermediate Office Assistant – Schools
- Intermediate Office Assistant – Schools, Bilingual Spanish
- Senior Office Assistant – Schools
- Senior Office Assistant – Schools, Bilingual Spanish

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and following discussion, 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 29592066

New Business Item 5 was moved into closed session.

6. **ANNUAL ELECTION OF OFFICERS** per PC Rule 2.6

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to elect Commissioner Bender as Chairperson.

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

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to elect Commissioner Terence Ulaszewski as Vice-Chairperson.

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

OTHER ITEMS Commissioner Bender thanked staff for all of their hard work and their innovative efforts to adapt to the changing times. Commissioner Ulaszewski, recognized Classified Employee Week and thanked CSEA leadership for everything they do on behalf of classified employees especially during these difficult times. Commissioner Vaughan, also thanked Commission staff and CSEA for all of their hard work during these challenging times. Gilbert Bonilla, CSEA Chapter 2 President, expressed his appreciation to the Commissioners for their remarks.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 4, 2020 at 8:15 a.m. at 1515 Hughes Way, Long Beach, CA 90810 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 8:54 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:15 a.m. and the following reportable action was taken:

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 29592066 from the current eligibility list with the stipulation they may reapply after a period of one year.

<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 9:16 a.m.