

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

MINUTES  
Regular Meeting

January 13, 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, January 13, 2022 at 8:18 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: Sheryl Bender  
Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Employment Services Supervisor (Acting); Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 16, 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, deferred to the units for their individual reports.

Amy Van Fossen, Associate Personnel Analyst, reported 66 recruitments are in various stages of the examination process with 17 pending. Ms. Van Fossen mentioned that the staff has been working hard to complete recruitments.

Anne Follett, Employment Services Supervisor (Acting), informed the Commissioners that the unit had their first meeting in preparation for summer school. Ms. Follett shared testing examinations are being developed and there has been two additions to the classifications to select, Child Care Worker and Recreation Aide. The summer school recruitment will open on January 31, 2022.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician
2. **RATIFY** job announcement bulletin for Bus Driver - Avalon
3. **RATIFY** job announcement bulletin for Employment Services Supervisor
4. **RATIFY** job announcement bulletin for Head Start Nutrition Assistant
5. **RATIFY** job announcement bulletin for HVAC Technician
6. **RATIFY** job announcement bulletin for School Support Secretary, School Support Secretary – BL Spanish
7. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0007-5288 established 1/10/2022
8. **APPROVE** the certification of Catalina Island – Campus Staff Assistant eligibility list 22-0061-5288 established 12/21/2021
9. **APPROVE** the certification of Emergency Preparedness Program Manager eligibility list 22-0018-3371 established 1/03/2022
10. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 21-0128-0176 established 12/28/2021
11. **APPROVE** the certification of Grounds Equipment Operator II/Driver eligibility list 21-0129-5031 established 12/28/2021
12. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0084-0448 established 12/17/2021
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0090-0448 established 12/17/2021
14. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0097-0448 established 12/17/2021
15. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0116-0448 established 12/17/2021
16. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 22-0089-0515 established 01/04/2022

17. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0110-5068 established 12/21/2021
18. **APPROVE** the certification of Plant Utilities Operator eligibility list 22-0058-3308 established 01/06/2022
19. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0123-5257 established 12/22/2021
20. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0091-5261 established 12/29/2021
21. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0098-5261 established 12/28/2021
22. **APPROVE** the certification of Sign Language Interpreter eligibility list 22-0072-5214 established 01/07/2022

Commissioner Ulaszewski commented on the number of applications for Instructional Aide – Special and how the staff had to work diligently to bring the eighteen forward to test. He observed that there were 367 applications received for all the recommended eligibility lists on the current agenda. He concluded that if a staff member took ten minutes to review one application, it would take about ten work days to review all the applications. If fifteen minutes were taken per each application with more detail, it would take one person about thirteen work days to review. Commissioner Ulaszewski shared it takes a lot of time and work reviewing applications that does not include the actual examination construction, answering questions from candidates, creating the examination, and hosting the recruitment. Commissioner Ulaszewski wanted to recognize the staff for their hard work on moving examinations forward.

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 ratify item 1-6 and approve items 7-22 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 – Site Specialist – Student Engagement

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 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. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2020-2021

Mr. Kato noted that Education Code requires the Personnel Commission to prepare an Annual Report for the Board of Education. The report informs the Board of Education of the activities of the Personnel Commission during the preceding fiscal year. Mr. Kato presented the report to the Commission for their review and consideration.

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		

OTHER ITEMS

Mr. Kato shared that former Long Beach Unified Personnel Commissioner, Ms. Doris Topsy-Elvord, recently passed away. Ms. Elvord served as a Commissioner from December 1990 to June 1991. Commissioners Ulaszewski and Bender spoke in regards to what an amazing person Ms. Elvord was and her legacy here in Long Beach.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 27, 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 9:01 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:55 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:56 a.m. in honor of Ms. Doris Topsy-Elvord.