

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

MINUTES  
Regular Meeting

May 5, 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, May 5, 2022 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 attendance as established by roll call:

Present: Sheryl Bender  
Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Anne Follett, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Alejandra Torres, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Steve Bui, Business Services Director; Dyaisha Yarber, Transportation Supervisor; and Appellant 45375841.

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 April 7, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that Lakewood High School students will be on campus at Monroe taking Advanced Placement (AP) exams for the next two weeks. Mr. Kato also informed the Commission that on Friday, May 13, room 29 at Monroe will be open for CSEA membership to vote on the proposed contract. Mr. Kato also mentioned that the annual Classified Employee Celebration

will be held on May 20<sup>th</sup> at the Teacher Resource Center (TRC) and the District Classified Employee of the Year will be announced at the event. Mr. Kato thanked Mindi Ritter, Senior Administrative Secretary, and Ashleigh Fernando, Human Resources Technician, for their work on the decorations to make the celebration event a success.

Mr. Kato reported that he and Maria Braunstein, Personnel Analyst, met with a group of students at Long Beach City College to talk about the jobs available at Long Beach Unified School District. Mr. Kato also reported that he and Amy Van Fossen, Personnel Analyst, attended a recent Foundations of Classified Leadership Program meeting to discuss employment processes at the Personnel Commission and respond to questions from aspiring District leaders.

Mr. Kato mentioned that Special Education administrators were conducting Instructional Aide – Special hiring interviews for the past week at the Personnel Commission.

Jesus Rios Jr., Associate Personnel Analyst, reported that there are 87 ongoing recruitments in progress with 14 pending and provided an overview of the positions available. Mr. Rios Jr. mentioned that a job fair will be held on Thursday, May 12, 2022 at Long Beach City College. Mr. Kato explained that Ms. Braunstein is the lead for the job fair and that she has invited departments to have tables at the job fair so they can directly meet and talk with potential employment candidates.

Dale Culton, Certification Services Manager, introduced Oralia Leyva, Human Resources Technician, and congratulated her on her recent promotion to Employment Services Supervisor at the Personnel Commission. Ms. Leyva thanked the Commission for the opportunity.

Susan Leaming, Personnel Analyst, introduced Steve Bui, Business Services Director, and Dyaisha Yarber, Transportation Supervisor, and explained they were here in support of New Business Item 1.

Commissioner Bender arrived at 8:34 a.m.

## CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
3. **RATIFY** job announcement bulletin for Electronics Technician
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
5. **RATIFY** job announcement bulletin for Groundskeeper – Catalina Island
6. **RATIFY** job announcement bulletin for Instructional Assistant – School for Adults
7. **RATIFY** job announcement bulletin for Kids' Club Assistant

8. **RATIFY** job announcement bulletin for Laborer
9. **RATIFY** job announcement bulletin for Locker Room Attendant
10. **RATIFY** job announcement bulletin for Plant Supervisor I
11. **RATIFY** job announcement bulletin for Plant Supervisor II
12. **RATIFY** job announcement bulletin for Plant Utilities Operator
13. **RATIFY** job announcement bulletin for School Safety Officer
14. **RATIFY** job announcement bulletin for Site Specialist – Student Engagement
15. **RATIFY** job announcement bulletin for Speech – Language Pathology Assistant
16. **RATIFY** job announcement bulletin for Stage Technician
17. **RATIFY** job announcement bulletin for Truck Driver
18. **APPROVE** the certification of Accompanist eligibility list 22-0221-5213 established 05/05/2022
19. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0215-5288 established 05/05/2022
20. **APPROVE** the certification of Electronics Technician eligibility list 22-0120-0110 established 05/02/2022
21. **APPROVE** the certification of Executive Secretary (C) eligibility list 22-0057-0678 established 04/14/2022
22. **APPROVE** the certification of General Counsel eligibility list 22-0128-5294 established 05/05/2022
23. **APPROVE** the certification of Groundskeeper eligibility list 22-0173-0172 established 05/03/2022
24. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 22-0172-0175 established 04/29/2022
25. **APPROVE** the certification of Head Start Nutrition Assistant eligibility list 22-0147-3297 established 04/12/2022
26. **APPROVE** the certification of HVAC Technician eligibility list 22-0155-5103 established 04/12/2022
27. **APPROVE** the certification of Instructional Aide – Instrumental Music eligibility list 22-0047-0447 established 04/22/2022

28. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0217-0448 established 04/21/2022
29. **APPROVE** the certification of Library Media Assistant eligibility list 22-0174-0465 established 04/12/2022
30. **APPROVE** the certification of Maintenance Team Lead eligibility list 22-0186-5283 established 04/22/2022
31. **APPROVE** the certification of Management Analyst eligibility list 22-0209-5284 established 05/04/2022
32. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0208-5068 established 04/08/2022
33. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0214-5068 established 04/12/2022
34. **APPROVE** the certification of Physician Services Technician eligibility list 22-0192-5139 established 04/25/2022
35. **APPROVE** the certification of Recreation Aide eligibility list 22-0216-5255 established 04/20/2022
36. **APPROVE** the certification of Recreation Aide eligibility list 22-0242-5255 established 05/03/2022
37. **APPROVE** the certification of School Support Secretary eligibility list 22-0152-3361 established 04/26/2022
38. **APPROVE** the certification of School Support Secretary BL - Spanish eligibility list 22-0153-5159 established 04/26/2022

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 ratify item 1-17 and approve items 18-38 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Revision of a Classification – Transportation Supervisor

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 1.

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

2. **OPEN** the public hearing on the 2022-2023 proposed Personnel Commission Budget

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to open the Public Hearing for the proposed Personnel Commission Budget for 2022-2023.

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

3. **CLOSE** the public hearing on the 2022-2023 Peronnel Commission Budget

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to close the Public Hearing for the proposed Personnel Commission Budget for 2022-2023.

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

4. **ADOPT** the 2022-2023 Personnel Commission Budget

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 adopt the 2022-2023 Personnel Commission Budget. Commissioner Ulaszewski thanked Kaopoo Chao, Fiscal Services Analyst, for his ongoing assistance with the Personnel Commission budget.

<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 Adoption of Resolution regarding Classified School Employee Week

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and following discussion and a correction to the document, the motion was carried with a unanimous vote of those present to approve New Business Item 5.

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

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

Terence Ulaszewski nominated Linda Vaughan as Chairperson and Linda Vaughan nominated Sheryl Bender as Vice-Chairperson. The nominations carried with a unanimous vote of those present to elect Linda Vaughan as Chairperson and Sheryl Bender 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		

7. **APPROVE** the Letter of Support for AB2045 with amendments

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 7 without amendments.

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

8. **APPROVE** the Recommendation to Remove from Eligibility List ID 43295881

Appellant ID 43295881 was not in attendance and the Commission moved New Business Item 8 into closed session.

9. **APPROVE** the Recommendation to Remove from Eligibility List ID 45375841

Appellant ID 45375841 was in attendance and the Commission moved New Business Item 9 into closed session.

10. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00483834

Employee E 00483834 was not in attendance and the Commission moved New Business Item 10 into closed session.

11. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00675712

Employee E 00675712 was not in attendance and the Commission moved New Business Item 11 into closed session.

OTHER ITEMS

Commissioner Ulaszewski invited the audience to attend a celebration in honor of his late wife, Dr. Anna Ulaszewski, at Larry Curtis Park (formerly Marine Stadium Park) on Sunday, May 15, 2022 from 5 p.m to 7 p.m. A Fleetwood Mac tribute band, Stevie Nicks Illusion, will play a concert, food trucks will be on site, and donations for two of his wife’s favorite charities will be collected in her memory.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 19, 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 9:06 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 10:45 a.m. and the following reportable actions were taken.

- 1. **APPROVE** the recommendation to remove from Eligibility List ID 43295881

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 staff’s recommendation to remove Applicant ID 43295881 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

<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 recommendation to remove from Eligibility List ID 45375841

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 staff’s recommendation to remove Applicant ID 45375841 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

<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 Request for Hearing in Disciplinary Matter Employee E 00483834

Employee E 00483834 arrived to the meeting during closed session. A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to table the item for the next regular meeting.

<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 Request for Hearing in Disciplinary Matter Employee E 00675712

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 the request for hearing with a hearing officer.

<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 10:47 a.m.