

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

MINUTES
Regular Meeting

May 18, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, May 18, 2023 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, Linda Vaughan.

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; Jesus Rios Jr., Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Anne Follett, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Judith Alonso, Human Resources Technician.

GUESTS PRESENT

Kellyanna Miller, CSEA Representative; Mitchell Stewart, Labor Relations Representative CSEA Chapter 2; Valeeta Faar; and DeMarco Rotan-Mitchell.

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 May 4, 2023.

<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

Mr. Kato reported that the annual Classified Employee Celebration will be held Friday, May 19, 2023 at the Teacher Resource Center (TRC) and parking for the event will be at the Long Beach Honda lot in Signal Hill.

Amy Van Fossen, Associate Personnel Analyst, reported that there are 52 ongoing recruitments in progress with 22 recruitments accepting applications. Ms. Van Fossen mentions that Recruitment and Testing (R&T) has recently been conducting off-site testing at the Maintenance Yard for various trades. Ms. Van Fossen would also like to thank

the Maintenance team for all their help with test and performance exam collaborations. Ms. Van Fossen in closing spoke about how well the Compton College job fair went and was able to network with various vendors that were present.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies. Mr. Rios shared that at the last Board of Education meeting, a total of 19 appointments into permanent positions and 30 substitute employees were appointed in the classified service. Mr. Rios also recognized Anne Follett, Human Resources Technician who has been processing Intermediate Office Assistant subs which is a classification in the District that is in need of individuals to fill in at school sites.

Oralia Leyva, Employment Services Supervisor, mentioned that a total of 752 applications were received for Summer School with 700 employees waiting for placement, as well as site selections. Ms. Leyva, stated that placement notices would possibly be sent out by the end of May

Mr. Kato shared that on May 31, 2023 an in-person CalPERS retirement workshop will be held in the auditorium.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
3. **RATIFY** job announcement bulletin for Instructional Aide – Art
4. **RATIFY** job announcement bulletin for School Intervention Specialist
5. **APPROVE** the certification of Building Maintenance Worker eligibility list 23-0253-0625 established 05/17/2023
6. **APPROVE** the certification of Building Maintenance Worker/Driver eligibility list 23-0254-0880 established 05/17/2023
7. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 23-0269-3345 established 05/18/2023
8. **APPROVE** the certification of Instructional Aide – Special (Catalina Island) eligibility list 23-0275-0448 established 05/17/2023
9. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 23-0221-0755 established 05/15/2023
10. **APPROVE** the certification of Intermediate Office Assistant eligibility list 23-0241-0673 established 05/10/2023
11. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 23-0242-5050 established 05/18/2023
12. **APPROVE** the certification of Locksmith eligibility list 23-0199-0209 established 05/09/2023

13. **APPROVE** the certification of Nutrition Services Operations and Training Specialist eligibility list 23-0239-5062 established 04/26/2023
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0260-5068 established 05/17/2023
15. **APPROVE** the certification of Plumber eligibility list 23-0252-0242 established 05/19/2023
16. **APPROVE** the certification of Recreation Aide eligibility list 23-0283-5255 established 05/16/2023
17. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0295-5257 established 05/18/2023
18. **APPROVE** the certification of Senior Accounting Assistant eligibility list 23-0203-0760 established 05/15/2023
19. **APPROVE** the certification of Senior Associate General Counsel eligibility list 23-0264-5308 established 05/19/2023

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-19 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 Revision of a Classification – Public Information Director

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>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

2. **APPROVE** the Adoption of Resolution regarding Classified School Employee Week

Following discussion, a motion was made by Terence Ulaszewski, 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

3. **ANNUAL ELECTION OF OFFICERS** per PC rule 2.6

Following discussion, a motion was made by Terence Ulaszewski to postpone election until June 15, 2023 and to retain current titles, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business Item 3.

<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 The CSEA representative, Mr. Mitchell Stewart, CSEA Labor Relations Representative and Mr. DeMarco Rotan-Mitchell were provided ten minutes to address the Personnel Commission regarding the Hearing Officer’s Recommendation. Following the presentation by CSEA and Mr. Rotan-Mitchell, the Personnel Commission then moved to closed session.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 1, 2023 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 8:39 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:36 a.m. with the following reportable actions.

1. **APPROVE** the Hearing Officer’s Recommendation for the Public Employee Discipline/Dismissal/Release (Government Code section 54957)

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to uphold the Hearing Officers recommendation and grant the appeal of Employee E 00675712 and order his reinstatement to the position of Custodian.

<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 9:37 a.m.