

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

MINUTES
Regular Meeting

April 18, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, April 18, 2024 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, Sheryl Bender.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Sheryl Bender
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dr. Kelly An, Assistant Superintendent – Human Resource Services; Eric Larsen, CSEA Site Representative Coordinator; Kellyanna Miller, CSEA Chapter 2 Administrator; Trinita Renfroe, CSEA Chapter 2 Chief Job Steward; and Terence Ulaszewski, Guest.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of April 4, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, thanked the Personnel Commission staff for their participation in the job fair held in partnership with the Long Beach School for Adults on April 5, 2024. Ms. Leaming acknowledged Associate Personnel Analysts, Lydia Tran and Amy Van Fossen for taking the lead on this event. Ms. Leaming thanked Virginia Agredano Perez, Senior Administrative Secretary, for ordering the Personnel Commission logo shirts which arrived just in time for the job fair. Ms. Leaming also acknowledged staff that assisted with the onsite Child Development Centers (CDC) job fair on April 16, 2024.

Ms. Leaming extended her appreciation to Dale Culton, Certification Services Manager (retired), who has been working on a position control project regarding vacant Child Care

Worker positions. Ms. Leaming explained that although the project was time-consuming, in the end 115 vacant, encumbered positions were identified to be abolished.

Ms. Leaming informed the Commission that CPR and First Aid classes for classified staff are scheduled for May 31, 2024 at the Teacher Resource Center (TRC), and registration forms are available on the Personnel Commission website.

Lastly, Ms. Leaming mentioned the Classified Employee Celebration flyer will be sent out soon to all sites and offices. Ms. Leaming thanked Lydia Tran, Associate Personnel Analyst, for creating a QR code for the flyer so employees can easily RSVP.

Maria Braunstein, Personnel Analyst, spoke about partnering with Nicole Lopez, Principal at Long Beach School for Adults (LBSA), to make the LBSA job fair a community event by having outside agencies participate. Ms. Braunstein recognized Lydia Tran, Associate Personnel Analyst, for organizing the registration of the outside agencies including multiple departments from the City of Long Beach. Ms. Braunstein mentioned that 460 people RSVP'd for the job fair and there was a great turn-out at the event. In addition, Ms. Braunstein explained that rooms were setup for employment application assistance and on-site testing and interviewing was available for some positions including Nutrition Services and Expanded Learning Programs.

Ms. Braunstein also spoke about the CDC job fair, praised the Personnel Commission staff, and expressed her appreciation to Silaue Taeleifi, Human Resources Technician, for staying late to assure all applicants were fingerprinted so they did not have to make a return trip to the office. Ms. Braunstein noted there are 46 recruitments in various stages, with 10 more recruitments pending.

Oralia Leyva, Certification Services Manager, thanked Maria Rojas, Interim Employment Services Supervisor; Elizabeth Morales-Torres, Human Resources Technician; Wendy Bell, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Jazmin Salgado, Human Resources Technician; for their hard work during the CDC job fair. Ms. Leyva mentioned that summer school eligibility lists are currently being created. Ms. Leyva also reported on the last Board of Education agenda there were 37 probationary, 20 substitute, and 56 exempt appointments made.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Expanded Learning Supervisor
2. **RATIFY** job announcement bulletin for General Counsel (Extended)
3. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish
4. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning
5. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish
6. **RATIFY** job announcement bulletin for Senior Associate General Counsel – Human Resources
7. **RATIFY** job announcement bulletin for Senior Health Assistant
8. **RATIFY** job announcement bulletin for Warehouse Materials Processor
9. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 24-0173-3345 established 04/18/2024

10. **APPROVE** the certification of Expanded Learning Supervisor eligibility list 24-0191-5320 established 04/09/2024
11. **APPROVE** the certification of Middle School Office Supervisor eligibility list 24-0172-3357 established 04/15/2024
12. **APPROVE** the certification of Recreation Aide eligibility list 24-0222-5255 established 04/12/2024
13. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0212-5317 established 04/12/2024
14. **APPROVE** the certification of Translator – Interpreter Bilingual Spanish eligibility list 24-0187-5079 established 04/09/2024

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 items 1-8 and approve items 9-14.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Creation of New Classifications - School Safety Applications Support Technician and School Safety Applications Support Specialist

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 1.

2. **APPROVE** the Revision of a Classification – Credential Services Specialist

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 2.

3. **APPROVE** the Creation of New Classifications – Senior Human Resources Analyst – HRS; Revision of a Classification – Senior Personnel Analyst; and Reclassification of Incumbent

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 3.

4. **OPEN** the public hearing on the 2024-2025 proposed Personnel Commission Budget

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to open the Public Hearing for the proposed Personnel Commission Budget for 2024-2025.

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

5. **CLOSE** the public hearing on the 2024-2025 Personnel Commission Budget

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 close the Public Hearing for the proposed Personnel Commission Budget for 2024-2025.

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

6. **ADOPT** the 2024-2025 Personnel Commission Budget

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to adopt the proposed Personnel Commission Budget for 2024-2025.

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

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|----------------------|---|
| OTHER ITEMS | None |
| NEXT REGULAR MEETING | The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 2, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713. |
| CLOSED SESSION | The Personnel Commission retired into closed session at 8:33 a.m. |
| OPEN SESSION | The Personnel Commission returned to open session at 8:55 a.m. with no reportable actions. |
| ADJOURNMENT | The Regular Meeting of the Personnel Commission was declared adjourned at 8:55 a.m. |