

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

MINUTES
Regular Meeting

July 27, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, July 27, 2023 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, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment, Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Monica Gaytan, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Applicant ID 51818115.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to amend and approve the minutes of Regular Meeting of July 13, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, thanked Dale Culton, Certification Services Manager (retired), for his ongoing assistance with a variety of special projects in the office. Ms. Leaming reported that on August 1, 2023, the Monroe site will be having a new telephone system installed. Ms. Leaming notified the Commission that there will be an employee disciplinary hearing held at the Personnel Commission on September 19-21, 2023. Ms. Leaming shared that the Child Development Centers (CDC) will be holding a job fair on August 3, 2023 at the Monroe site and Commission staff will be assisting at the event. Ms. Leaming also provided the Commission an overview of the administrative assignments approved at the July 26, 2023 Board of Education meeting. Lastly, Ms. Leaming wished Commissioner Ulaszewski, a very happy birthday.

Amy Van Fossen, Associate Personnel Analyst, reported there are 41 recruitments in progress with nine (9) pending, 18 in testing, and 19 accepting applications.

Oralia Leyva, Employment Services Supervisor, reported that at the last Board of Education meeting 37 probationary classified employees and 35 substitute classified employees were appointed. Ms. Leyva shared that Nutrition Services recently held group interviews for Nutrition Services Worker, and the supervisors that participated in the interviews gave positive feedback regarding the group interview format.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Bus Driver – Catalina Island
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for Expanded Learning Supervisor
4. **RATIFY** job announcement bulletin for Head Start Family Services Liaison – Bilingual Spanish
5. **RATIFY** job announcement bulletin for Van Driver – Catalina Island
6. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0305-5288 established 07/25/2023
7. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 23-0321-5245 established 07/28/2023
8. **APPROVE** the certification of Electronics Technician eligibility list 23-0318-0110 established 07/27/2023
9. **APPROVE** the certification of Instructional Aide – Educare eligibility list 23-0314-5205 established 07/28/2023
10. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 23-0293-5206 established 07/28/2023
11. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0004-5319 established 07/20/2023
12. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0010-0448 established 07/28/2023
13. **APPROVE** the certification of Instructional Aide – Special (Catalina Island) eligibility list 23-0306-0448 established 07/26/2023
14. **APPROVE** the certification of Nutrition Services Payroll Technician eligibility list 23-0312-5208 established 07/20/2023
15. **APPROVE** the certification of Plant Utilities Operator eligibility list 23-0287-3308 established 07/27/2023

16. **APPROVE** the certification of Recreation Aide eligibility list 24-0009-5255 established 07/20/2023
17. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0005-5317 established 07/19/2023
18. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0018-5317 established 07/25/2023

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 1-5 and approve items 6-18 on the Consent Agenda.

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

NEW BUSINESS

1. **APPROVE** the Extension of Eligibility List Executive Secretary (C) 23-0188-0678 established March 16, 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 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		

2. **APPROVE** the Abolishment of a Classification – Mail/Switchboard Services Supervisor

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		

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51818115

New Business Item 3 was moved into closed session.

OLD BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 10, 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 8:29 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:43 a.m. with the following reportable action:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51818115

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to disapprove the recommendation to remove Applicant ID 51818115 from the eligibility list. The applicant will remain on the current eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 8:45 a.m.