

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

MINUTES
Regular Meeting

April 6, 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, April 6, 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.

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

ROLL
STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Tran, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Anne Follett, Human Resources Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Cynthia Young, Senior Director, Early Childhood and Expanded Learning; Christine Whipp, Program Specialist, OCIPD; and Kellyanna Miller, CSEA Representative.

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 approve the minutes of the Regular Meeting of March 23, 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

Kellyanna Miller, California School Employees Association (CSEA) Representative, spoke on New Business Item 2 Revision of a Classification – Kids' Club Lead Assistant. Ms. Miller applauded the District for creating full time positions. Ms. Miller shared concern that the changed education requirements and new duties working with students with exceptional needs should be properly compensated. Ms. Miller stated that the CSEA does intend to negotiate the salary for this classification.

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported the Classified Employee of the Year nominations have been dispersed to all sites and the Personnel Commission Employee of the Year is now open for nominations. The Classified Employee Celebration will be held Friday, May 19, 2023 at the Teacher Resource Center (TRC).

Amy Van Fossen, Associate Personnel Analyst, reported that there are 56 recruitments in various stages of the examination process, 312 currently accepting applications and 12 in testing. Ms. Van Fossen shared that she and Maria Braunstein, Personnel Analyst, have been sharing LBUSD Personnel Commission processes with Long Beach City College.

Lydia Tran, Associate Personnel Analyst, reported that she and Judith Alonso, Human Resources Technician, participated in the Avalon job fair held on March 27, 2023. Ms. Tran shared that they were recruiting for the Instructional Aide and Instructional Aide-Special positions and the trip was successful.

Oralia Leyva, Employment Services Supervisor, reported that the unit continues to fingerprint, process and work on providing eligibility lists to sites. Ms. Leyva thanked the Human Resources Technicians for their teamwork.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian (Catalina Island)
2. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
4. **RATIFY** job announcement bulletin for Instructional Aide – Catalina Island
5. **RATIFY** job announcement bulletin for Instructional Aide – Special (Catalina Island)
6. **RATIFY** job announcement bulletin for Mail Delivery Driver
7. **RATIFY** job announcement bulletin for School Intervention Specialist
8. **RATIFY** job announcement bulletin for Senior Program Manager, Facilities Development and Planning
9. **APPROVE** the certification of Contract Analyst eligibility list 23-0168-0624 established 03/29/2023
10. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list 23-0202-0756 established 04/06/2023
11. **APPROVE** the certification of Maintenance Manager eligibility list 23-0151-0567 established 03/24/2023
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0153-5068 established 01/23/2023

13. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0169-5068 established 01/12/2023
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0172-5068 established 02/27/2023
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0249-5068 established 04/04/2023
16. **APPROVE** the certification of Purchasing Agent eligibility list 23-0212-5128 established 03/29/2023
17. **APPROVE** the certification of Recreation Aide eligibility list 23-0232-5255 established 04/03/2023
18. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0235-5257 established 03/28/2023
19. **APPROVE** the certification of School Safety Officer eligibility list 23-0238-5014 established 03/28/2023
20. **APPROVE** the certification of School Safety Officer eligibility list 23-0216-5014 established 03/28/2023
21. **APPROVE** the certification of Staff Secretary eligibility list 23-0176-3364 established 03/31/2023
22. **APPROVE** the certification of Technology Support Representative eligibility list 23-0211-5113 established 03/27/2023
23. **APPROVE** the certification of Water/Boiler Treatment Specialist eligibility list 23-0204-3299 established 03/27/2023

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-23 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		

NEW BUSINESS

1. **APPROVE** the Creation of a New Classification – Instructional Aide - Art

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 Revision of a Classification – Kids’ Club Lead Assistant

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. **APPROVE** the extension of eligibility list of School Support Secretary 22-0152-3361 established April 26, 2022

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 3.

<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 extension of eligibility list of School Support Secretary - Bilingual Spanish 22-0153-5159 established April 26, 2022

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 4.

<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 Recommendation to Remove from Eligibility List - Applicant ID 36140773

New Business item 5 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, April 20, 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 8:48 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:44 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 36140773

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 postpone the decision of Applicant ID 51950721 until the next Commission meeting.

<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 9:45 a.m.