

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

MINUTES
Regular Meeting

January 12, 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, January 12, 2023 at 8:45 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: Terence Ulaszewski
Linda Vaughan

ROLL
STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Anne Follett, Human Resources Technician; Joanna Guzman, Human Resources Technician; Jazmin Salgado, Human Resources Technician and Wendy Bell, Human Resources Technician

GUESTS PRESENT

Brian Jackson, Administrator Technology Support; Lisa Ulmer, Teacher on Special Assignment; Kellyanna Miller, CSEA Representative.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 15, 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, reported meetings have been held with Brian Moskovitz, Assistant Superintendent Elementary Schools, to coordinate a large-scale hiring event to fill the Recreation Aide vacancies. Mr. Kato shared that there will be a Custodian hiring event on January 25, 2023 at the Monroe site. Mr. Kato mentioned that the District is moving forward in a modernization project called Resource Planning Modernization

(RPM) that will be replacing current systems such as Lynx, and the Personnel Commission is participating in the process, the kick-off meeting will be held tomorrow.

Maria Braunstein, Personnel Analyst, reported there are 47 items on the consent agenda for approval, showing the large amount of recruitments and examinations that the staff completed to establish lists of qualified candidates. Ms. Braunstein shared there are 55 recruitments in various stages and 13 pending. Ms. Braunstein explained she and staff will be going to Avalon on Catalina Island to recruit and give examinations for the specific site vacancies. Ms. Braunstein reported that Chris Itson, Assistant Director, Marketing and Media Services, has been sharing a digital campaign for the open recruitments and Duplicating services have been making banners that will be displayed around the island prior to the visit. Ms. Braunstein reported that Amy Van Fossen, Associate Personnel Analyst, has been working with the Principal for the Long Beach School for Adults (LBSA) to support the offering of the Campus Staff Assistant courses. Ms. Braunstein shared that Lydia Tran, Associate Personnel Analyst, is coordinating with Mr. Itson to get connected with the District LinkedIn page to update the site to properly direct visitors to our website.

Oralia Leyva, Employment Services Supervisor, reported that she, Mari Rojas, Human Resources Technician, and Jesus Rios Jr., Certification Services Manager, have been testing the summer school application system with Information Services. Ms. Leyva shared the staff work diligently to continue to send the eligibility lists out to schools and departments to fill their vacancies. Ms. Leyva introduced our new Human resources Technician, Wendy Bell. Ms. Bell shared she had worked at Head Start and she is excited to be working at the Personnel Commission.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician
2. **RATIFY** job announcement bulletin for Executive Secretary (C)
3. **RATIFY** job announcement bulletin for Facilities Project Manager – Planning
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
5. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
6. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver
7. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish
8. **RATIFY** job announcement bulletin for HVAC Technician
9. **RATIFY** job announcement bulletin for Information Technology Portfolio Manager
10. **RATIFY** job announcement bulletin for Instructional Aide – Catalina Island
11. **RATIFY** job announcement bulletin for Instructional Aide - Deaf/Hard of Hearing
12. **RATIFY** job announcement bulletin for Kids' Club Assistant

13. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
14. **RATIFY** job announcement bulletin for Library/Media Assistant
15. **RATIFY** job announcement bulletin for Locksmith
16. **RATIFY** job announcement bulletin for Parent Involvement Specialist, Parent Involvement Specialist – BL Spanish
17. **RATIFY** job announcement bulletin for Plant Supervisor - Avalon
18. **RATIFY** job announcement bulletin for School/Community Liaison – BL Spanish
19. **RATIFY** job announcement bulletin for School Safety Officer
20. **RATIFY** job announcement bulletin for Senior Locksmith
21. **RATIFY** job announcement bulletin for Senior Locksmith – Recruitment Extended
22. **RATIFY** job announcement bulletin for Technology Support Representative
23. **RATIFY** job announcement bulletin for Van Driver – Catalina Island
24. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0134-5288 established 01/10/2023
25. **APPROVE** the certification of Carpenter eligibility list 23-0097-0114 established 12/20/2022
26. **APPROVE** the certification of College & Career Specialist eligibility list 23-0052-5177 established 12/29/2022
27. **APPROVE** the certification of Head Start Instructional Aide eligibility list 23-0112-0657 established 12/23/2022
28. **APPROVE** the certification of Head Start Instructional Aide eligibility list 23-0140-5235 established 12/30/2022
29. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0160-0448 established 12/30/2022
30. **APPROVE** the certification of Instructional Aide – Special eligibility list 23-0170-0448 established 01/10/2023
31. **APPROVE** the certification of Kids' Club Assistant eligibility list 23-0119-0694 established 12/20/2022
32. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 23-0135-0515 established 12/20/2022

33. **APPROVE** the certification of Maintenance Team Lead eligibility list 23-0100-5283 established 01/04/2023
34. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0146-5068 established 12/22/2022
35. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0169-5068 established 01/07/2023
36. **APPROVE** the certification of Plumber eligibility list 23-0102-0242 established 12/29/2022
37. **APPROVE** the certification of Production Specialist eligibility list 23-0110-5301 established 12/21/2022
38. **APPROVE** the certification of Recreation Aide eligibility list 23-0158-5255 established 12/20/2022
39. **APPROVE** the certification of Recreation Aide eligibility list 23-0178-5255 established 12/30/2022
40. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0143-5257 established 12/20/2022
41. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0182-5257 established 01/09/2023
42. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0086-5261 established 12/30/2022
43. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 23-0060-5262 established 12/30/2022
44. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 23-0120-5262 established 12/30/2022
45. **APPROVE** the certification of Senior Purchasing Assistant eligibility list 23-0103-5133 established 12/22/2022
46. **APPROVE** the certification of Sign Language Interpreter eligibility list 23-0133-5214 established 12/23/2022
47. **APPROVE** the certification of Staff Secretary – Bilingual Spanish eligibility list 23-0098-5085 established 12/28/2022

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-23 and approve items 24-47 on the Consent Agenda. Mr. Ulaszewski commented on the consent agenda which was during a holiday period, there is a record number of bulletins and eligibility lists that have been distributed. Mr. Ulaszewski thanked the staff.

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

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 44852698

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49236726

New Business Item 2 was moved into closed session.

3. **APPROVE** the Creation of a Classification – Athletic Trainer

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those to approve the Creation of a Classification – Athletic Trainer.

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

4. **APPROVE** the Revision of a Classification – Computer Support Technician

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those to approve the Revision of a Classification – Computer Support Technician.

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

OLD BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 26, 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 9:00 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 10:15 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 44852698

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 sustain staff's recommendation Applicant ID 44852698 to be removed from the eligibility list.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49236726

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 grant Applicant ID 49236726 appeal and remain on the eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:16 a.m.