

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

MINUTES
Regular Meeting

October 20, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, October 20, 2022 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; Susan Leaming, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralía Leyva, Employment Services Supervisor; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Lydia Smith, Human Resources Technician; and Monica Gaytan, Human Resources Assistant.

GUESTS PRESENT Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Anthony Kruzic, CSEA Chapter 2 Vice President-Unit B; Appellant ID 48417442 and Appellant 48270062.

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 October 6, 2022.

<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 Kenneth Kato, Executive Officer, announced Lydia Smith has been selected as the new Associate Personnel Analyst. Mr. Kato shared that Ms. Smith will be starting next week. Mr. Kato asked Mindi Ritter, Senior Administrative Secretary, to give an overview of the new Wellness Committee the District has implemented. Ms. Ritter shared that the objective of the committee is to share health and wellness resources to employees with specialty topics every month.

Amy Van Fossen, Associate Personnel Analyst, reported there are 64 recruitments in varying stages of completion with 28 open and accepting applications. Ms. Van Fossen shared that Maria Braunstein, Personnel Analyst, Andrea Armas, Human Resources Technician, Judy Alonso, Human Resources Technician, and Joanna Guzman, Human Resources Technician, recently participated in a state-wide online virtual job fair hosted by Tulare County. Ms. Van Fossen recognized Veronica Bustamante, Human Resources Assistant, for creating the virtual booth for the job fair. Ms. Van Fossen explained the staff who participated all had positive interactions with participants.

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 74 employees were onboarded, 48 probationary and 27 substitute employees were appointed in the classified service.

Susan Leaming, Personnel Analyst, informed the Commission that a CPR/First Aid class was held at Buffum Total Learning Center. Ms. Leaming informed the Commission that two sessions of CPR/First Aid classes are scheduled for Friday, November 4th at the Teacher Resource Center (TRC).

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for Grounds Service Manager
4. **RATIFY** job announcement bulletin for Head Start Instructional Aide
5. **RATIFY** job announcement bulletin for Head Start Instructional Aide – Bilingual Spanish
6. **RATIFY** job announcement bulletin for Maintenance Team Lead
7. **RATIFY** job announcement bulletin for Plumber
8. **RATIFY** job announcement bulletin for Production Specialist
9. **RATIFY** job announcement bulletin for Salary Services Supervisor
10. **RATIFY** job announcement bulletin for Senior Executive Secretary (C)
11. **RATIFY** job announcement bulletin for Senior Office Assistant – Bilingual Spanish
12. **RATIFY** job announcement bulletin for Staff Secretary – BL Spanish
13. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0024-5288 established 10/12/2022
14. **APPROVE** the certification of Custodian eligibility list 22-0272-0139 established 10/13/2022

15. **APPROVE** the certification of Grounds Equipment Operator II - Driver eligibility list 23-0010-5031 established 10/07/2022
16. **APPROVE** the certification of Human Resources Assistant eligibility list 23-0050-3350 established 10/18/2022
17. **APPROVE** the certification of Human Resources Technician eligibility list 23-0051-3352 established 10/19/2022
18. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0067-0448 established 10/13/2022
19. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0089-0448 established 10/21/2022
20. **APPROVE** the certification of Maintenance Laborer eligibility list 22-0273-5275 established 10/14/2022
21. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0088-5068 established 10/14/2022
22. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0091-5068 established 10/20/2022
23. **APPROVE** the certification of Recreation Aide eligibility list 23-0083-5255 established 10/12/2022
24. **APPROVE** the certification of Recreation Aide eligibility list 23-0084-5255 established 10/12/2022
25. **APPROVE** the certification of Recreation Aide eligibility list 23-0085-5255 established 10/14/2022
26. **APPROVE** the certification of Recreation Aide eligibility list 23-0115-5255 established 10/21/2022
27. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 23-0069-5255 established 10/11/2022
28. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0106-5257 established 10/21/2022
29. **APPROVE** the certification of School Safety Supervisor eligibility list 23-0054-5016 established 10/18/2022

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-12 and approve items 13-29 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 Recommendation to Remove from Eligibility List - Applicant ID 48417442

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48270062

New Business Item 2 was moved into closed session.

3. **APPROVE** the Appeal of Disqualified Applicant ID 49538325

New Business Item 3 was moved into closed session.

4. **DISCUSS** the following: Revision to the *Rules and Regulations* of the Classified Service

Ms. Learning provided an overview of New Business Item 4 and explained this is a first reading, and the item will be brought forward for a second reading and roll-call vote at the next Commission meeting.

OLD BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 3, 2022 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 8:25 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:50 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48417442

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 staff's recommendation and remove Applicant ID 48417442 from the eligibility list.

<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 Recommendation to Remove from Eligibility List - Applicant ID 48270062

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 dismiss staff's recommendation and allow Applicant ID 48270062 to remain on the eligibility list.

<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 Appeal of Disqualified Applicant ID 49538325

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 postpone the decision 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 9:51 a.m.