

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

MINUTES
Regular Meeting

November 2, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Vice-Chairperson, on Thursday, November 2, 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 Vice-Chairperson, Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Jazmin Salgado, Human Resources Technician; and Paul Welch, Human Resources Assistant.

GUESTS PRESENT

Lord Galayo, CSEA Chapter Communications Officer; Eric Larsen, CSEA Site Representative Coordinator.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 19, 2023.

| <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

Susan Leaming, Interim Executive Officer, introduced and welcomed Paul Welch, Human Resources Assistant, to the Personnel Commission. Ms. Leaming noted that Mr. Welch is filling the vacancy in the front lobby. Ms. Leaming notified the Commission that two CPR/First Aid training sessions were held on October 20, 2023, and 63 classified employees were certified. Ms. Leaming thanked Veronica Bustamante, Human Resources Assistant, for her assistance organizing the training sessions, including logging registration forms and sending training confirmations. Ms. Leaming shared that the management team recently received Surface Pro tablets which should aid in improving department efficiency, and thanked the Technology and Information Services Branch

(TISB) for their assistance. Ms. Leaming informed the Commission that she has been attending the monthly District Leadership meetings and was invited to participate in Strategy Goal 8: System Wide Culture and Structure of Adult Learning. Ms. Leaming, announced Maria Braunstein, Personnel Analyst, has been invited to sit on the District Health Benefits Committee, which looks for ways to mitigate health benefit costs. Lastly, Ms. Leaming thanked staff for planning a fun Halloween party for the department including a Halloween trivia contest and a best costume award.

Amy Van Fossen, Associate Personnel Analyst, shared that Recruitment and Testing has 42 recruitments currently in various stages and 25 recruitments are accepting applications.

Jesus Rios Jr., Certification Services Manager, reported that at the last Board of Education meeting, 30 classified permanent positions and 20 substitute positions were filled. Mr. Rios Jr. explained that 120 fingerprint transactions were reported last month, which should become new hires on future Board of Education agendas. Mr. Rios Jr., acknowledged Wendy Bell, Human Resources Technician, and Maria Rojas, Human Resources Technician, for sending out 325 permanent and probationary evaluations last month.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accountant
2. **RATIFY** job announcement bulletin for Maintenance Cost Estimator
3. **RATIFY** job announcement bulletin for Maintenance Laborer
4. **RATIFY** job announcement bulletin for Library/Media Assistant
5. **RATIFY** job announcement bulletin for Recreation Aide – Expanded Learning
6. **RATIFY** eligibility list for Truck Driver
7. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 24-0087-0176 established 10/31/2023
8. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0099-5319 established 11/02/2023
9. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0100-0448 established 11/07/2023
10. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 24-0053-5050 established 10/31/2023
11. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 24-0073-5050 established 11/01/2023
12. **APPROVE** the certification of Landscape Irrigation Worker eligibility list 24-0065-0617 established 10/24/2023

13. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0096-5068 established 10/31/2023
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0102-5068 established 10/31/2023
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0103-5068 established 11/03/2023
16. **APPROVE** the certification of Recreation Aide eligibility list 24-0126-5255 established 11/02/2023

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-16.

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

OLD BUSINESS None

- NEW BUSINESS
1. **APPROVE** the extension of Educare Family Support Specialist – Bilingual Spanish 23-0045-5204 eligibility list established 11/29/2023

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, 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> |
|-----------------------|-------------|-------------|------------------|
| Terence Ulaszewski | X | | |
| Linda Vaughan | X | | |

2. **APPROVE** the Abolishment of a Classification - Air Conditioning and Refrigeration Technician

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, 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> |
|-----------------------|-------------|-------------|------------------|
| Terence Ulaszewski | X | | |
| Linda Vaughan | X | | |

3. **APPROVE** the Revision of a Classification - District Security Officer

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, 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> |
|-----------------------|-------------|-------------|------------------|
| Terence Ulaszewski | X | | |
| Linda Vaughan | X | | |

4. **APPROVE** the Reestablishment and Revision of a Classification – Human Resource Services Operations Manager

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, 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> |
|-----------------------|-------------|-------------|------------------|
| Terence Ulaszewski | X | | |
| Linda Vaughan | X | | |

5. **APPROVE** the Recommendation to Remove from Eligibility List – Applicant ID 23439969

New Business Item 5 was moved into closed session.

6. **APPROVE** the Recommendation to Remove from Eligibility List – Applicant ID 9105554

New Business Item 6 was moved into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 16, 2023 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 8:28 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:22 a.m. with the following reportable actions.

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 23439969

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 disapprove staff's recommendation and allow the Applicant to remain on the eligibility list. The Commissioners also requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

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

6. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 9105554

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 disapprove staff's recommendation and allow the Applicant to remain on the eligibility list.

The Commissioners also requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

| <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 9:23 a.m.