

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

MINUTES
Regular Meeting

October 5, 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, October 5, 2023 at 8:16 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; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Ashleigh Fernando, Interim Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; Lord Galayo, CSEA Chapter 2 Communications Officer; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; Dale Culton, Certification Services Manager (retired); and Appellant 54177071.

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 September 21, 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, provided a listing of new administrative assignments to the Commissioners that were approved by the Board of Education on September 20, 2023.

Amy Van Fossen, Associate Personnel Analyst, reported there are 38 recruitments in various stages with 13 accepting applications. Thirteen more recruitments will be opening soon in preparation for the October 18, 2023 job fair at Pacific Gateway. Ms. Van Fossen shared she recently attended a job fair with Maria Braunstein, Personnel Analyst, hosted by the City of Long Beach Office of Equity and Citizens' Advisory Commission. Ms. Van

Fossen stated there were a wide variety of people in attendance and it was a wonderful turn out. Lastly, Ms. Van Fossen recognized Judith Alonso, Human Resources Technician, for her excellent customer service interaction with a candidate throughout the online examination process.

Jesus Rios Jr., Certification Services Manager, reported that at the last Board of Education meeting 49 classified permanent positions and 35 substitute positions were filled. Mr. Rios Jr. recognized Oralia Leyva, Employment Services Supervisor, for her work presenting at the recent vacancy assignment (VA) trainings for Elementary School Office Supervisors.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Credential Services Supervisor
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
3. **RATIFY** job announcement bulletin for Information Technology Portfolio Manager
4. **RATIFY** job announcement bulletin for Senior Administrative Secretary (C)
5. **APPROVE** the certification of Custodian eligibility list 24-0061-0139 established 10/05/2023
6. **APPROVE** the certification of Groundskeeper eligibility list 24-0056-0172 established 09/29/2023
7. **APPROVE** the certification of Head Start Family Services Liaison – Bilingual Spanish eligibility list 24-0028-5233 established 09/25/2023
8. **APPROVE** the certification of Head Start Health and Nutrition Manager (Revised) eligibility list 24-0044-5278 established 09/15/2023
9. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0051-5319 established 10/05/2023
10. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0070-0448 established 10/05/2023
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0068-5068 established 09/27/2023
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0076-5068 established 09/26/2023
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0078-5068 established 10/06/2023
14. **APPROVE** the certification of Recreation Aide eligibility list 24-0080-5255 established 09/27/2023
15. **APPROVE** the certification of Recreation Aide eligibility list 24-0084-5255 established 10/03/2023

16. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0049-5317 established 09/22/2023
17. **APPROVE** the certification of Speech-Language Pathology Assistant – Bilingual Spanish eligibility list 23-0247-5163 established 09/25/2023
18. **APPROVE** the certification of Speech-Language Pathology Assistant – Bilingual Spanish eligibility list 23-0297-5163 established 09/25/2023

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify item 1 - 4 and approve items 5 - 18 on the Consent Agenda.

<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. **DISCUSS** the following: Revisions to the *Rules and Regulations of the Classified Service* (First Reading)

Susan Leaming, Interim Executive Officer, and Dale Culton, Certification Services Manager (retiree), provided an overview of the report. New Business Item 1 will be brought forward for a second reading and approval at the next Commission meeting.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 40417084

New Business Item 2 was moved into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 54177071

New Business Item 3 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 19, 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 8:24 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:49 a.m. with the following reportable actions.

1. **RECEIVE and TAKE ACTION** to distribute Hearing Officer's report on Employee E 00643933 to Employee and the District

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, to receive and distribute the Hearing Officer's report on Employee E 00643933 to the Employee and District and the motion was carried with a unanimous vote of those present to distribute the report.

<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 40417084

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 sustain staff's recommendation that Applicant ID 40417084 be removed from the current eligibility list of Custodian. 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		

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 54177071

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.

<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 8:50 a.m.