

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

MINUTES  
Regular Meeting

May 4, 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, May 4, 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.

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; Jesus Rios Jr., Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Jazmin Salgado, Human Resources Technician; Veronica Bustamante, Human Resources Assistant; and Monica Gaytan, Human Resources Assistant.

GUESTS PRESENT

Alan Reising, Business Services Administrator; David Miranda, Executive Director, Facilities Development & Planning; Christopher Itson, Assistant Director, Marketing and Media Services; Appellant 52264294, Appellant 53022291, and Marcie White.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of April 20, 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

None

REPORT FROM EXECUTIVE OFFICER

Mr. Kato reported that the annual Classified Employee Celebration will be held Friday, May 19, 2023 at the Teacher Resource Center (TRC) and the District Classified Employee of the Year will be announced at the event. Mr. Kato shared that he and Lydia Tran, Associate Personnel Analyst, presented at the Rising Office Leaders cohort and will also be attending next week the Foundations of Leadership with Amy Van Fossen, Associate Personnel Analyst.

Lydia Tran, Associate Personnel Analyst, reported that there are 58 ongoing recruitments in progress with 21 recruitments accepting applications. Ms. Tran explained that prior to the job fair there was a push to get as many job recruitments open as possible and thanked staff for their work.

Monica Gaytan, Human Resources Assistant, shared her experience from participating in a job fair, and being able to speak with potential applicants. Ms. Gaytan explained how she was able to give examples on how you can grow in the District through promotional opportunities. Veronica Bustamante, Human Resources Assistant, reported on the job fair she attended at Golden West City College. Ms. Bustamante highlighted the District's engagement for all staff and shared there were 60 potential candidates that they had spoken to for Instructional Aide open recruitments.

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 46 employees were onboarded, 22 probationary and 24 substitute employees were appointed in the classified service. Mr. Rios mentioned that 398 permanent employee evaluations were sent out by Mari Rojas, Human Resources Technician, and 203 probationary employee evaluations by Wendy Bell, Human Resources Technician, for a total of 600.

Mr. Kato shared that on May 31, 2023 an in-person CalPERS retirement workshop will be held in the auditorium.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Grounds Equipment Operator II (Extended Recruitment)
2. **RATIFY** job announcement bulletin for Instructional Aide - Catalina Island
3. **RATIFY** job announcement bulletin for Instructional Aide – Special (Catalina Island)
4. **RATIFY** job announcement bulletin for Library/Media Assistant
5. **APPROVE** the certification of Instructional Aide – Catalina Island eligibility list 23-0274-0436 established 05/04/2023
6. **APPROVE** the certification of Instructional Aide – Special eligibility list 23-0277-0448 established 03/06/2023
7. **APPROVE** the certification of Kids' Club Assistant eligibility list 23-0240-0694 established 04/24/2023
8. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0259-5068 established 04/28/2023
9. **APPROVE** the certification of Recreation Aide eligibility list 23-0281-5255 established 04/25/2023
10. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0282-5257 established 05/04/2023

11. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 23-0226-5261 established 04/24/2023
12. **APPROVE** the certification of Recreation Leader – WRAP eligibility list 23-0227-5262 established 04/24/2023

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-12 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 Abolishment of a Classification – Chief Broadcast Engineer

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 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 Creation of a New Classification – Digital Media Specialist

Following discussion, 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 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 Recommendation to Remove from Eligibility List - Applicant ID 47326530

New Business Item 3 was moved into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 52264294

New Business Item 4 was moved into closed session.

5. **APPROVE** the Appeal of Disqualified Applicant ID 53022291

New Business Item 5 into closed session for discussion and action.

6. **APPROVE** the Permanent Ban of Disqualified Candidate ID 50380691

New Business Item 6 into closed session.

7. **OPEN** the public hearing on the 2022-2023 proposed Personnel Commission Budget

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to open the Public Hearing for the proposed Personnel Commission Budget for 2023-2024.

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

8. **CLOSE** the public hearing on the 2022-2023 Personnel Commission Budget

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to close the Public Hearing for the proposed Personnel Commission Budget for 2023-2024.

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

9. **ADOPT** the 2022-2023 Personnel Commission Budget

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski and the motion was carried with a unanimous vote of those present to adopt the 2023-2024 Personnel Commission Budget.

| <u>Roll-Call Vote</u> | <u>Ayes</u> | <u>Noes</u> | <u>Abstained</u> |
|-----------------------|-------------|-------------|------------------|
| Sheryl Bender         | X           |             |                  |
| 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, May 18, 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 8:37 a.m.

OPEN SESSION The Personnel Commission returned to open session at 10:36 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 47326530

Following discussion, 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 Staff's recommendation and remove Applicant 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 52264294

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 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> |
|-----------------------|-------------|-------------|------------------|
| Sheryl Bender         |             | X           |                  |
| Terence Ulaszewski    |             | X           |                  |
| Linda Vaughan         |             | X           |                  |

3. **APPROVE** the Appeal of Disqualified Applicant ID 53022291

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 from examination list. Applicant is able to re-apply at the next open recruitment.

| <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 Permanent Ban of Disqualified Candidate ID 50380691

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, to disapprove Staff's recommendation to modify the ban to one year and remove the Applicant from existing eligibility lists. The Applicant may re-apply after May 2024.

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

5. **RECEIVE and TAKE ACTION** to distribute Hearing Officer's report on Employee E 00483834 to Employee and the District

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, to receive and distribute the Hearing Officer's report on Employee E 00483834 to Employee and the 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> |
|-----------------------|-------------|-------------|------------------|
| Sheryl Bender         | X           |             |                  |
| Terence Ulaszewski    | X           |             |                  |
| Linda Vaughan         | X           |             |                  |

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 10:39 a.m.