

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

MINUTES
Regular Meeting

April 20, 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, April 20, 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; Susan Leaming, Personnel Analyst; William Ewing, Acting Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Tran, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

David Zaid, Assistant Superintendent, Human Resource Services; Janine Sorenson, Staffing Analyst, Human Resource Services; Appellant 51525614, Appellant 26789236, Appellant 49930678, Appellant 38909283, Valeeta Pharr, CSEA member.

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 April 6, 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

Kenneth Kato, Executive Officer, recognized William Ewing, Substitute Personnel Analyst, for his work on the classification reports. Mr. Kato reported the 2023 Classified Employee Celebration will be held Friday, May 19, 2023 at the Teacher Resource Center (TRC) and this year's theme is "Classified Employees are Out of This World". The Classified

Employee of the Year nominations have been dispersed to all sites and the committee will meet on May 5, 2023 to make the selection.

Maria Braunstein, Personnel Analyst, reported that there are 53 recruitments in various stages of the process, and seven pending. Ms. Braunstein explained the challenges with the availability of subject matter experts for rating of the exams and conveyed the importance of the integrity of the examinations. Ms. Braunstein reported that staff has been attending local job fairs and shared that staff continues to collaborate with Long Beach School for Adults with trainings on examination and interview processes.

Jesus Rios Jr., Certification Services Manager, recognized Silaue Taelifi, Human Resources Technician, for taking on additional duties with the employee substitute desk and evaluations. Mr. Rios reported last night at the Board of Education meeting there were a total of 56 classified employee appointments and 34 substitute employees.

Susan Leaming, Personnel Analyst, thanked Mr. Ewing for his work on classification items in her absence. Ms. Leaming informed the Commission of the passing of Mr. Charles Westfall, a retired Personnel Analyst with the Personnel Commission. Ms. Leaming shared that she replaced Mr. Westfall when he retired in 2002. Commissioner Ulaszewski shared that he remembered Mr. Westfall as a really good person who left a legacy here with a long history at the Personnel Commission. Audience members Mr. Ewing, Ms. Pharr and Ms. Sorenson stated they remembered Mr. Westfall when he worked at the Commission. Mr. Ulaszewski noted that the Commission would adjourn in memory of Mr. Charles Westfall.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Information Technology Portfolio Manager
2. **RATIFY** job announcement bulletin for Instructional Aide - Catalina Island (Extended Recruitment)
3. **RATIFY** job announcement bulletin for Library/Media Assistant
4. **RATIFY** job announcement bulletin for Plant Utilities Operator
5. **RATIFY** job announcement bulletin for Senior Program Manager, Facilities Development and Planning (Extended Recruitment)
6. **RATIFY** job announcement bulletin for Staff Secretary – Bilingual Spanish
7. **APPROVE** the certification of Athletic Trainer eligibility list 23-0251-5306 established 04/17/2023
8. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW11-5258 established 03/07/2023
9. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW12-5258 established 03/30/2023
10. **APPROVE** the certification of Instructional Aide – Catalina Island Revised eligibility list 23-0195-0436 established 03/06/2023

11. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0262-0448 established 04/10/2023
12. **APPROVE** the certification of Instructional Aide - Special (Catalina Island) Revised eligibility list 23-0026-0048 established 03/06/2023
13. **APPROVE** the certification of Intermediate Nutrition Services Worker eligibility list 23-0224-5058 established 04/19/2023
14. **APPROVE** the certification of Middle School Office Supervisor eligibility list 23-0206-3357 established 04/11/2023
15. **APPROVE** the certification of Plant Utilities Operator eligibility list 23-0256-3308 established 04/19/2023
16. **APPROVE** the certification of Records Office Assistant eligibility list 23-0200-0675 established 04/11/2023
17. **APPROVE** the certification of Recreation Aide eligibility list 23-0233-5255 established 04/13/2023
18. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0236-5257 established 04/21/2023
19. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 23-0225-5071 established 04/19/2023

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 1-6 and approve items 7-19 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 26789236

Appellant 26789236 was present and requested their appeal be heard in open session. Mr. Kato stated the reasons Appellant 26789236 was removed from the eligibility list. Appellant 26789236 discussed why they should not be removed from the eligibility list and presented items of evidence to the Commission. The Commissioners asked Appellant 26789236 several clarifying questions, thanked them for their attendance, and explained they would be notified by letter of the decision. The Commission then moved New Business Item 1 into closed session for discussion and action.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49930678

Appellant ID 49930678 was in attendance and requested their appeal be heard in closed session. The Commission moved New Business Item 2 into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51525614

Appellant 51525614 was present and requested their appeal be heard in open session. Mr. Kato stated the reasons Appellant 51525614 was removed from the eligibility list. Appellant 51525614 discussed why they should not be removed from the eligibility list and presented items of evidence to the Commission. The Commissioners asked Appellant 51525614 several clarifying questions, thanked them for their attendance, and explained they would be notified by letter of the decision. The Commission then moved New Business Item 3 into closed session for discussion and action.

4. **APPROVE** the Appeal of Disqualified Applicant ID 38909283

Appellant ID 38909283 was in attendance and requested their appeal be heard in closed session. The Commission moved New Business Item 4 into closed session.

OLD BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 36140773

Old Business item 1 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 4, 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 8:40 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 11:47 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 36140773

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 Applicant ID 36140773 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	

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 26789236

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 Applicant ID 26789236 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 Recommendation to Remove from Eligibility List - Applicant ID 49930678

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 ID 49930678 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		

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51525614

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 disapprove staff's recommendation and allow Applicant ID 51525614 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	

5. **APPROVE** the Appeal of Disqualified Applicant ID 38909283

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 Applicant ID 38909283 appeal and move forward in the examination.

<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 in memory of Mr. Charles Westfall, retired Personnel Analyst, at 11:49 a.m.