

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

MINUTES
Regular Meeting

June 15, 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, June 15, 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

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; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Anne Follett, Human Resources Technician; Joanna Guzman, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Mari Rojas, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Cynthia Young, Senior Director of Early Childhood Education and Expanded Learning; Steven Rockenbach, Director of Employee Relations and Ethics; Lord Galayo, CSEA Chapter Communication Officer; Eric Larsen, CSEA Site Representative Coordinator; and Ramona Burton, Campus Staff Assistant.

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 June 1, 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

Ramona Burton, Campus Staff Assistant, shared her concerns regarding her recent administrative transfer and how she was communicated with during the process. Commissioner Vaughan explained that the Commission could not ask questions as this is not an agenda item and asked Amy Van Fossen, Associate Personnel Analyst, to follow

up with Ms. Burton after the meeting. Commissioner Ulaszewski suggested Ms. Burton contact her union representation if she believed the transfer process was not followed correctly. Commissioner Bender also explained that there is process in place to file grievances, and Ms. Burton should follow that process and contact her union representation within the designated ten day time frame.

REPORT FROM
EXECUTIVE OFFICER

Amy Van Fossen, Associate Personnel Analyst, deferred to the department units for their reports.

Maria Braunstein, Personnel Analyst, reported 327 recruitments were opened during fiscal year 2022-2023, an increase of 50% since fiscal year 2019-2020. Ms. Braunstein reported there are 47 recruitments in progress and 17 pending. Ms. Braunstein acknowledged Joanna Guzman, Human Resources Technician, for her work filling Custodian vacancies. Ms. Braunstein reported that meetings have been held with several departments in the District to promote continuously open recruitments. Ms. Braunstein thanked staff, Christopher Itson, Assistant Director of Marketing and Media Services, Cynthia Young, Senior Director of Early Childhood Education and Expanded Learning, and all District departments for their collaborative efforts to fill vacancies.

Jesus Rios Jr., Certification Services Manager, thanked Veronica Bustamante, Human Resources Assistant, Monica Gayton, Human Resources Assistant, Joanna Guzman, Human Resources Technician, and Oralia Leyva, Employment Services Supervisor, for their efforts with the Custodian recruitment and group interviews. Mr. Rios reported that he will be meeting with Nutrition Services to discuss implementing this model of interviewing candidates.

Susan Leaming, Personnel Analyst, announced the promotion of Monica Gaytan, Human Resources Assistant to Human Resources Technician in the Recruitment and Testing unit. Ms. Leaming explained that Veronica Bustamante, Human Resources Assistant, will move into this position which works in the front lobby and also provides support to the Classification Services unit.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Communications and Public Information Director – Recruitment Extended
2. **RATIFY** job announcement bulletin for Cyber Security Manager
3. **RATIFY** job announcement bulletin for Information Technology Portfolio Manager
4. **RATIFY** job announcement bulletin for Instructional Aide – Catalina Island
5. **RATIFY** job announcement bulletin for Nutrition Services Payroll Technician
6. **RATIFY** job announcement bulletin for Nutrition Services Worker
7. **RATIFY** job announcement bulletin for Student Data Systems Coordinator
8. **APPROVE** the certification of Custodian eligibility list 23-0257-0139 established 06/06/2023

9. **APPROVE** the certification of District Security Officer eligibility list 23-0300-5202 established 06/16/2023
10. **APPROVE** the certification of Head Start Instructional Aide eligibility list 23-0244-0657 established 06/01/2023
11. **APPROVE** the certification of Instructional Aide - Educare eligibility list 23-0266-5205 established 06/15/2023
12. **APPROVE** the certification of Instructional Aide - Educare eligibility list 23-0292-5205 established 06/14/2023
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0304-0448 established 06/12/2023
14. **APPROVE** the certification of Kids' Club Assistant eligibility list 23-0273-0694 established 06/09/2023
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0299-5068 established 06/09/2023
16. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0310-5068 established 06/13/2023
17. **APPROVE** the certification of Recreation Aide eligibility list 23-0308-5255 established 06/07/2023

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 1-7 and approve items 8-17 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 Revision of a Classification – School Data Technician

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 Expanded Learning Opportunities Program Classification Review

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		

- APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 20994309

New Business Item 3 was moved into closed session.

- APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 30832064

New Business Item 4 was moved into closed session.

OLD BUSINESS

- ANNUAL ELECTION OF OFFICERS** per PC Rule 2.6

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to postpone the Annual Election of Officers until the next Personnel 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		

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 29, 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 8:49 a.m and asked staff to remain present.

OPEN SESSION

The Personnel Commission returned to open session at 9:44 a.m. with the following reportable actions.

- APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 20994309

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 the recommendation to remove the 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 30832064

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 the recommendation to remove the Applicant from the eligibility list and the Applicant may reapply with proper documentation after June 15, 2025.

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

Commissioner Vaughan announced that Susan Leaming, Personnel Analyst, has been appointed as the Interim Executive Officer, Personnel Commission and Classified Employment, effective June 15, 2023.

<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 9:45 a.m.