

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

MINUTES
Regular Meeting

February 8, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, February 8, 2024 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 Chairperson, Sheryl Bender.

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

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Moncia Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Margarita Paiz, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; and Trinita Renfro, CSEA Chapter 2 Chief Job Steward.

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 January 25, 2024.

<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

Lydia Tran, Associate Personnel Analyst, informed the Commission that there are 37 recruitments at various stages, 14 accepting applications, 15 at various stages of testing and an additional 10 recruitments that will be opening. Ms. Tran mentioned Human Resource Services is hosting a Teacher Recruitment Fair Night and the Recruitment and Testing Unit would be attending to answer any classified position questions.

Susan Leaming, Interim Executive Officer, spoke on behalf of Oralia Leyva, Interim Certification Services Manager. Ms. Leaming informed the Commission that the Certification Unit is very busy. Ms. Leaming mentioned that the Summer School application is online and currently accepting applications. Maria Rojas, Interim Employment Services Supervisor, stated there are currently 366 applications received.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Research Information Systems Analyst
2. **RATIFY** job announcement bulletin for School Support Secretary
3. **RATIFY** job announcement bulletin for School Support Secretary – Bilingual Spanish
4. **RATIFY** job announcement bulletin for Student Data Systems Specialist
5. **RATIFY** job announcement bulletin for Translator – Interpreter – BL Khmer
6. **RATIFY** job announcement bulletin for Translator – Interpreter – BL Spanish
7. **APPROVE** the certification of Assistant Maintenance Director eligibility list 24-0151-0504 established 01/29/2024
8. **APPROVE** the certification of Business Services Analyst eligibility list 24-0156-5268 established 02/07/2024
9. **APPROVE** the certification of Fiscal Services Analyst eligibility list 24-0158-5173 established 02/08/2024
10. **APPROVE** the certification of Food Production Equipment Technician eligibility list 24-0148-0476 established 02/01/2024
11. **APPROVE** the certification of Instructional Aide (Catalina Island) eligibility list 24-0167-0436 established 01/30/2024
12. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0169-5319 established 02/05/2024
13. **APPROVE** the certification of Maintenance Laborer eligibility list 24-0112-5275 established 01/26/2024
14. **APPROVE** the certification of Nutrition Services Operations Coordinator eligibility list 24-0152-5063 established 02/07/2024
15. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0140-5317 established 02/05/2024
16. **APPROVE** the certification of Senior Administrative Secretary (Confidential) eligibility list 24-0093-3362 established 02/07/2024

17. **APPROVE** the certification of Student Financial Technician – Avalon (Catalina Island) eligibility list 24-0163-0763 established 01/30/2024

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 items 1-6 and approve items 7-17.

<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

NEW BUSINESS 1. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2022-2023

Ms. Leaming presented the report to the Commission for their review and consideration. Ms. Leaming noted that Education Code requires the Personnel Commission to prepare an Annual Report for the Board of Education. The report informs the Board of Education of the activities of the Personnel Commission during the preceding fiscal year.

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 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		

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 22, 2024 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 8:33 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:15 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:15 a.m.