

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

MINUTES
Regular Meeting

October 19, 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 19, 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 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; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Ashleigh Fernando, Interim Senior Administrative Secretary; Andrea Armas, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; Dale Culton, Certification Services Manager (retired); Alan Reising, Business Services Administrator; Janine Sorenson, Staffing Analyst; Appellant 30044846; and Appellant 36204756.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 5, 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

Kellyanna Miller, CSEA Chapter 2 Administrator spoke in regards to the Classified School Employee Summer Assistance – Categorical Program (CSESAP), explained how the program works, and expressed that CSEA would like the District participate in this program.

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, provided the Commissioners with Vision 2035 materials. Ms. Leaming announced that Paul Welch has been selected for the Human Resources Assistant vacancy at the Personnel Commission and will start on Monday, October 30, 2023.

Maria Lynn Braunstein, Personnel Analyst, spoke regarding the Pacific Gateway Job Fair held on October 18, 2023. Ms. Braunstein shared that a total of 668 people pre-registered for the event. 244 individuals attended the event and 235 employment applications were submitted the day of the event.

Jesus Rios Jr., Certification Services Manager, reported that at the last Board of Education meeting 44 classified permanent positions and 43 substitute positions were filled, and the 43 exempt positions listed on the agenda were placed online by Personnel Commission staff.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for District Security Officer
4. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish
5. **RATIFY** job announcement bulletin for HVAC Technician
6. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning (Catalina Island)
7. **RATIFY** job announcement bulletin for Instructional Aide - Special
8. **RATIFY** job announcement bulletin for Locker Room Attendant
9. **RATIFY** job announcement bulletin for Nutrition Services Worker
10. **RATIFY** job announcement bulletin for School Safety Officer
11. **RATIFY** job announcement bulletin for Senior Administrative Secretary (C) (Extended)
12. **RATIFY** job announcement bulletin for Senior Health Assistant
13. **RATIFY** job announcement bulletin for Student Financial Technician - Avalon
14. **APPROVE** the certification of Credential Services Specialist eligibility list 24-0055-3343 established 10/17/2023
15. **APPROVE** the certification of Food Production Equipment Technician eligibility list 24-0059-0476 established 10/16/2023
16. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 24-0066-0176 established 10/13/2023
17. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0075-5319 established 10/11/2023

18. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0086-5319 established 10/18/2023
19. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0088-0448 established 10/12/2023
20. **APPROVE** the certification of Intermediate Office Assistant eligibility list 24-0052-0673 established 10/18/2023
21. **APPROVE** the certification of Intermediate Office Assistant eligibility list 24-0071-0673 established 10/18/2023
22. **APPROVE** the certification of Network Specialist eligibility list 24-0057-5119 established 10/16/2023
23. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0079-5068 established 10/09/2023
24. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0095-5068 established 10/20/2023
25. **APPROVE** the certification of Plant Supervisor I eligibility list 24-0025-5026 established 10/09/2023
26. **APPROVE** the certification of Plant Supervisor II eligibility list 24-0026-5027 established 10/09/2023
27. **APPROVE** the certification of Recreation Aide eligibility list 24-0097-5255 established 10/06/2023
28. **APPROVE** the certification of Recreation Aide eligibility list 24-0098-5255 established 10/18/2023
29. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 24-0089-5255 established 10/09/2023
30. **APPROVE** the certification of Senior Program Manager, Facilities Development and Planning eligibility list 24-0058-5307 established 10/13/2023
31. **APPROVE** the certification of Speech-Language Pathology Assistant eligibility list 24-0021-5024 established 10/12/2023
32. **APPROVE** the certification of Speech-Language Pathology Assistant – Bilingual Spanish eligibility list 24-0022-5163 established 10/12/2023

Following discussion and a typographical correction made to item 23, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 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>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

OLD BUSINESS

1. **APPROVE** the following: Revisions to the *Rules and Regulations of the Classified Service* (Second Reading)

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 Old 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		

NEW BUSINESS

1. **APPROVE** the Abolishment of Classifications – Carpenter Supervisor, Electrician Supervisor, Heating, Ventilating and Air Conditioning Supervisor, Maintenance Supervisor, Painter Supervisor, Pest Control Supervisor and Plumber Supervisor

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, 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. **APPEAL** of a Disqualified Applicant ID 30044846

New Business Item 2 was moved into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 54577673

New Business Item 3 was moved into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 36204756

New Business Item 4 was moved into closed session.

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 35549507

New Business Item 5 was moved into closed session.

6. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 53915783

New Business Item 6 was moved into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 2, 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 8:31 a.m.

OPEN SESSION The Personnel Commission returned to open session at 10:12 a.m. with the following reportable actions.

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

The Commission reviewed the Hearing Officer’s report and unanimously voted to sustain the Hearing Officer’s recommendation to uphold the Board of Education’s action to dismiss classified employee E00643933. The Commission directed the Executive Officer to send copies of the decision to the District and the employee in accordance with Personnel Commission Rule 11.5.D.

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

2. **APPEAL** of a Disqualified Applicant ID 30044846

Following discussion and a typographical correction to the agenda item, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to uphold staff’s recommendation to disqualify the Applicant from moving forward in the examination process.

<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 54577673

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 disapprove staff’s recommendation and allow the Applicant to remain on the eligibility list. 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>
Sheryl Bender		X	
Terence Ulaszewski		X	
Linda Vaughan		X	

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 36204756

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>
Sheryl Bender		X	
Terence Ulaszewski		X	
Linda Vaughan		X	

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 35549507

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>
Sheryl Bender		X	
Terence Ulaszewski		X	
Linda Vaughan		X	

6. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 53915783

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>
Sheryl Bender		X	
Terence Ulaszewski		X	
Linda Vaughan		X	

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 10:13 a.m.