

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

MINUTES
Regular Meeting

May 30, 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, May 30, 2024 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, Sheryl Bender.

ROLL

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
PRESENT

Maria Braunstein, Interim Executive Officer; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; Trinita Renfro, CSEA Chapter 2 Chief Job Steward; and Eric Larsen, CSEA Site Representative Coordinator

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 May 16, 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

Kellyanna Miller, CSEA Chapter 2 Administrator spoke about a grievance that was brought to CSEA's attention, regarding a Campus Staff Assistant (CSA) taking promotion as a District Security Officer and then wanting to return back into the grandfathered CSA position that held a higher salary range. Ms. Miller also mentioned she will be retiring from her position as CSEA Chapter 2 Administrator.

REPORT FROM
EXECUTIVE OFFICER

Maria Braunstein, Interim Executive Officer, thanked staff for their assistance with the Classified Employee Celebration. Ms. Braunstein reported over 600 employees attended the event and enjoyed food, games, and prizes. Ms. Braunstein mentioned some raffle prizes were reserved for employees who could not attend the event including some prizes for staff on Catalina Island. Ms. Braunstein announced Michael De-Four, Plant Supervisor II at

Browning High School, was selected as the Classified Employee of the Year and Multimedia Services will be doing a spotlight video acknowledging him.

Ms. Braunstein informed the Commission that Vanessa Ortiz, Human Resources Technician, will be moving out of state and the Nutrition Services Branch will be selecting a replacement. Ms. Braunstein also mentioned that the position will be changing from a 10-month to a 12-month position, to support staffing work that is completed over the summer months to fill Nutrition Services positions in time for the start of the school year.

Lastly, Ms. Braunstein acknowledged staff for their continued hard work and acknowledged milestones in their personal lives including major events for their children such as graduating High School, getting into their School of Choice, participating in school shows and receiving school scholarships.

Amy Van Fossen, Associate Personnel Analyst, reported the Recruitment and Testing unit currently has 17 recruitments accepting applications, and 12 in the testing phase. Ms. Van Fossen mentioned meeting with Maintenance department staff to revamp trade performance exams. Ms. Van Fossen mentioned being invited to a virtual information event on June 26, 2024 for job seekers and will be discussing hiring processes, recruitments and participate in a Q&A session.

Oralia Leyva, Interim Services Certification Manager, thanked staff for all their hard work. Ms. Leyva reported Personnel Commission will be sending out 690 summer assignment letters along with 156 regret letters. Ms. Leyva stated this year 847 summer school applications were received making this the largest application submission since COVID.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Business Engagement, Partnerships and Programs Manager
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for Energy and Sustainability Manager
4. **RATIFY** job announcement bulletin for Energy and Sustainability Manager (Revised)
5. **RATIFY** job announcement bulletin for Senior Health Assistant
6. **APPROVE** the certification of Administrative Secretary eligibility list 24-0221-3339 established 05/29/2024
7. **APPROVE** the certification of Administrative Secretary – BL Spanish eligibility list 24-0220-5140 established 05/29/2024
8. **APPROVE** the certification of Carpenter eligibility list 24-0213-0114 established 05/24/2024
9. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 24-0218-5245 established 05/23/2024
10. **APPROVE** the certification of Head Start Instructional Aide – BL Spanish eligibility list 24-0237-5235 established 05/21/2024
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0245-5068 established 05/24/2024

12. **APPROVE** the certification of Recreation Aide eligibility list 24-0244-5255 established 05/23/2024
13. **APPROVE** the certification of School Safety Officer eligibility list 24-0211-5014 established 05/28/2024
14. **APPROVE** the certification of Senior Associate General Counsel – Human Resources eligibility list 24-0234-5325 established 05/21/2024
15. **APPROVE** the certification of Stage Technician eligibility list 24-0227-0379 established 05/23/2024

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 1-5 and approve items 6-15.

<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. **APPROVE** the Creation of a New Classification – Campus Staff Assistant Supervisor

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, 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 Revision of a Class Specifications – Nutrition Services Operations and Training Specialist; Nutrition Services Operations Coordinator; and Production Center Supervisor

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, 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. **APPEAL** of a Disqualified Applicant ID 13658153

New Business Item 3 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 13, 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 8:29 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:43 a.m. with the following reportable actions.

3. **APPEAL** of a Disqualified Applicant ID 13658153

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 appeal of Applicant ID 13658153. The Commissioners recommended the appellant look into getting the conviction expunged.

<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 at 8:43 a.m.