

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

MINUTES
Regular Meeting

June 13, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Commissioner, on Thursday, June 13, 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 Terence Ulaszewski, Commissioner.

ROLL

Present: Terence Ulaszewski
Linda Vaughan

Absent: Sheryl Bender

STAFF MEMBERS
PRESENT

Susan Leaming, Interim Executive Officer; Oralia Leyva, Interim Certification Services Manager; Maria Rojas, Interim Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Monica Gaytan, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Gregorio Parra, Human Resources Operations Manager; Lord Galayo, CSEA Chapter 2 Communications Officer; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; and Aria Fulton, guest.

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 30, 2024.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

Lord Galayo, CSEA Chapter Communications Officer spoke about an ongoing grievance regarding a Campus Staff Assistant. Mr. Galayo mentioned a formal letter from CSEA regarding the grievance will be sent to the Personnel Commission for review.

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, spoke on behalf of the Recruitment and Testing unit and reported there are 40 recruitments at various stages in the recruitment process with ten (10) in the testing phase, 22 accepting applications, five (5) recruitments pending and five (5) being scored. Ms. Leaming mentioned Vanessa Ortiz, Human Resources Technician, resigned from the District and her last day is June 14, 2024.

Oralia Leyva, Interim Services Certification Manager, reported that at the Board of Education meeting on June 5, 2024, there were 25 probationary, 17 substitute, and 11 exempt appointments made.

Ms. Leyva discussed updated CalPERS guidelines for hiring classified retirees and shared that a new Vacancy Assignment (VA) type has been created to code these assignments beginning July 1, 2024. Ms. Leyva explained that a communication will be sent to sites informing them of the new guidelines and process. Ms. Leyva also spoke regarding summer school classified staffing and ongoing efforts to fill summer positions.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Communications Specialist
2. **RATIFY** job announcement bulletin for Energy and Sustainability Manager (Extended)
3. **RATIFY** job announcement bulletin for Expanded Learning Supervisor
4. **RATIFY** job announcement bulletin for Facilities Project Manager - Construction
5. **RATIFY** job announcement bulletin for Food Production Equipment Technician (Extended)
6. **RATIFY** job announcement bulletin for Groundskeeper
7. **RATIFY** job announcement bulletin for HVAC Technician
8. **RATIFY** job announcement bulletin for Instructional Aide - Special
9. **RATIFY** job announcement bulletin for Internal Investigator
10. **RATIFY** job announcement bulletin for Maintenance Team Lead
11. **RATIFY** job announcement bulletin for Nutrition Services Operations and Training Specialist
12. **RATIFY** job announcement bulletin for Plant Supervisor – High School
13. **RATIFY** job announcement bulletin for Pool Lifeguard
14. **RATIFY** job announcement bulletin for Risk Management Director
15. **APPROVE** the certification of Electrician eligibility list 24-0210-0161 established 06/12/2024
16. **APPROVE** the certification of Expanded Learning Supervisor (Promotional) eligibility list 24-0235-5320 established 06/07/2024
17. **APPROVE** the certification of Expanded Learning Supervisor (Open) eligibility list 24-0235-5320 established 06/07/2024
18. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 24-0205-0176 established 06/03/2024
19. **APPROVE** the certification of Grounds Equipment Operator II/Driver eligibility list 24-0206-5031 established 06/03/2024
20. **APPROVE** the certification of Recreation Aide eligibility list 24-0258-5255 established 06/03/2024

21. **APPROVE** the certification of School Support Secretary (Promotional) eligibility list 24-0195-3361 established 06/03/2024
22. **APPROVE** the certification of School Support Secretary – BL Spanish (Promotional) eligibility list 24-0192-5159 established 06/03/2024
23. **APPROVE** the certification of Senior Health Assistant eligibility list 24-0238-5174 established 06/12/2024
24. **APPROVE** the certification of Senior Human Resources Analyst - HRS (Promotional) eligibility list 24-0249-5330 established 06/07/2024

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 1-14 and approve items 15-24.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Revision of Class Specifications – Behavior Intervention Assistant and Behavior Intervention 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>
Terence Ulaszewski	X		
Linda Vaughan	X		

2. **ANNUAL ELECTION OF OFFICERS** per PC rule 2.6

Following discussion, a motion was made by Terence Ulaszewski, and seconded by Linda Vaughan to retain Sheryl Bender as Chairperson. Terence Ulaszewski nominated Linda Vaughan as Vice-Chairperson. The motion was carried with a unanimous vote to elect Sheryl Bender as Chairperson and Linda Vaughan as Vice-Chairperson.

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

3. **ANNOUNCE** the Personnel Commission staff for years of service

Ms. Learning presented service pins to several Commission employees in recognition of their years of service milestones with the Long Beach Unified School District. The Commissioners congratulated Joanna Guzman, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant for 10 years of service, along with Vanessa Ortiz, Human Resources Technician for 5 years of service.

4. **ANNOUNCE** the Personnel Commission Employee of the Year

Ms. Leaming requested the Commission table this item for the next Commission meeting. A motion was made by Terence Ulaszewski, and seconded by Linda Vaughan, to table the announcement of the Personnel Commission Employee of the Year until June 27, 2024.

OTHER ITEMS

None

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 27, 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 8:37 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:25 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:26 a.m.