

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

MINUTES

July 11, 2024

Regular Meeting

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, July 11, 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

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; Andrea Armas, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Trinita Renfro, CSEA Chapter 2 Chief Job Steward; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; Anne Follett, Human Resources Technician (retired); and Lisa Gardner, Administrative Coordinator, Personnel Commission (retired).

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 June 27, 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

Susan Leaming, Interim Executive Officer, informed the Commission that the Personnel Commission 2024-2025 budget was formally approved by the Los Angeles County Office of Education.

Ms. Leaming distributed Board of Education Administrative Assignments from the June 5, 2024 and June 18, 2024 meetings.

Ms. Leaming welcomed back Anne Follett, Human Resources Technician (retired), who will be assisting the Nutrition Services Department.

Ms. Leaming also reported that back on May 31, 2024 two sessions of CPR/First Aid trainings were held and 68 classified employees were certified.

Amy Van Fossen, spoke on behalf of the Recruitment and Testing unit and reported there are 49 recruitments at various stages in the recruitment process, 17 accepting applications, and 11 in the testing phase, with the goal to have eligibility lists ready for the start of the new school year.

Ms. Van Fossen distributed flyers for August 16, 2024 job fair at the Long Beach School for Adults which will be held from 9 a.m. to 1 p.m. Ms. Van Fossen mentioned that communication will be sent out to all the departments to see who would like to participate. Ms. Van Fossen mentioned that external organizations have been invited to participate in the event.

Maria Rojas, Interim Employment Services Supervisor, reported a variety of summer school statistics including that 30 Campus Staff Assistants, 56 Recreation Aides and 17 Intermediate Office Assistant – Bilingual Spanish employees were placed in summer assignments. Ms. Rojas shared she has been working with Oralía Leyva, Interim Certification Services Manager, and the amount of detail, work, and organization involved to implement the summer assignment placements for Classified employees has given her an even greater appreciation for the Certification and Employment Services Unit team. Ms. Rojas thanked staff for their work checking applications, assisting in creating seniority lists, notifying sites, and assisting with phone calls and emails requesting Classified coverage.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Bus Driver – Catalina Island
2. **RATIFY** job announcement bulletin for Groundskeeper
3. **RATIFY** job announcement bulletin for Human Resources Supervisor - Nutrition Services
4. **RATIFY** job announcement bulletin for Human Resources Supervisor - Nutrition Services (Revised)
5. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning
6. **RATIFY** job announcement bulletin for Pool Lifeguard
7. **RATIFY** job announcement bulletin for School Safety Officer
8. **APPROVE** the certification of Assistant Facilities Project Manager eligibility list 24-0242-5104 established 07/09/2024
9. **APPROVE** the certification of Bus Driver – Catalina Island eligibility list 24-0150-0101 established 07/11/2024
10. **APPROVE** the certification of Custodial Crew Supervisor (Revised) eligibility list 24-0218-5245 established 05/23/2024
11. **APPROVE** the certification of Facilities Project Manager - Construction eligibility list 24-0257-5189 established 07/08/2024
12. **APPROVE** the certification of Head Start Instructional Aide eligibility list 24-0236-0657 established 07/08/2024

13. **APPROVE** the certification of High School Office Supervisor eligibility list 24-0219-3349 established 07/08/2024
14. **APPROVE** the certification of Human Resources Technician eligibility list 24-0250-3352 established 07/08/2024
15. **APPROVE** the certification of Information Technology Projects Coordinator eligibility list 24-0243-5117 established 07/08/2024
16. **APPROVE** the certification of Recreation Aide eligibility list 24-0269-5255 established 07/08/2024
17. **APPROVE** the certification of School Safety Applications Support Specialist eligibility list 24-0259-5329 established 07/11/2024
18. **APPROVE** the certification of Senior Health Assistant eligibility list 24-0262-5174 established 07/08/2024
19. **APPROVE** the certification of Staff Secretary eligibility list 24-0209-3364 established 07/11/2024
20. **APPROVE** the certification of Staff Secretary - Bilingual Spanish eligibility list 24-0208-5085 established 07/11/2024

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 1-7 and approve items 8-20.

<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 Revision of Class Specification – Environmental Health and Safety Technician

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 Revision of Classification Specifications: Chief of School Safety & Emergency Preparedness and Assistant School Safety & Emergency Preparedness Director

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, to revise the proposed class specification titles to Director of School Safety and Assistant Director of School Safety and to amend the class specifications accordingly, the motion carried with a majority vote of those present to approve New Business Item 1 with the noted revisions to the classification titles.

<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, July 25, 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 8:31 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:07 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:07 a.m.