

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

MINUTES

July 25, 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 25, 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

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; Wendy Bell, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, 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

Paul Garcia, Technology Field Operations Manager; Trinita Renfroe, CSEA Chapter 2 Chief Job Steward; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; Anne Follett, Human Resources Technician (retired); Lisa Gardner, Administrative Coordinator, Personnel Commission (retired); Nathan Lasley, Electronics Technician; and Christopher Mankins, Electronics Technician.

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 July 11, 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, presented the Commissioners with the 2024-2025 Long Beach Unified School District Organizational Chart.

Ms. Learning noted corrections to Consent Agenda Item 16, to reflect the total number of applications received to 34, number of candidates invited to exam to 26, number of candidates who passed 26, and the number of candidates screened out to eight (8).

Lydia Tran, Associate Personnel Analyst, spoke on behalf of the Recruitment and Testing unit and reported there are 43 recruitments at various stages in the recruitment process, 21 accepting applications, 13 testing, and five (5) recruitments in the scoring phase. Ms. Tran thanked the Recruitment and Testing staff for their teamwork facilitating six (6) examinations scheduled on July 24, 2024, making sure that all candidates went to the proper examination rooms and interview panels.

Ms. Tran mentioned updated flyers for the Long Beach School for Adults job fair were emailed to the Commissioners with a date change to August 9, 2024.

Maria Rojas, Interim Employment Services Supervisor, reported at the Board of Education meeting on July 18, 2024, there were 26 probationary, 26 substitute, and one (1) provisional appointments made. Ms. Rojas noted the last day of summer school is July 26, 2024.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant Supervisor
2. **RATIFY** job announcement bulletin for Director of School Safety
3. **RATIFY** job announcement bulletin for Electrician
4. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning (Catalina Island)
5. **RATIFY** job announcement bulletin for Instructional Aide – Special
6. **RATIFY** job announcement bulletin for Job Developer
7. **RATIFY** job announcement bulletin for Nutrition Services Worker
8. **RATIFY** job announcement bulletin for Pool Lifeguard
9. **RATIFY** job announcement bulletin for Risk Management Director
10. **RATIFY** job announcement bulletin for School Intervention Specialist
11. **RATIFY** job announcement bulletin for Stage Technician
12. **APPROVE** the certification of Business Engagement, Partnerships and Programs Manager eligibility list 24-0252-5326 established 07/23/2024
13. **APPROVE** the certification of Custodian eligibility list 24-0260-0139 established 07/23/2024
14. **APPROVE** the certification of Groundskeeper eligibility list 24-0265-0172 established 07/18/2024
15. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0224-0448 established 07/22/2024
16. **APPROVE** the certification of Recreation Aide eligibility list 25-0009-5255 established 07/24/2024
17. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 24-0127-5255 established 07/17/2024

18. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 25-0002-5317 established 07/16/2024
19. **APPROVE** the certification of Risk Management Director eligibility list 25-0001-0578 established 07/24/2024
20. **APPROVE** the certification of School Safety Officer eligibility list 24-0241-5014 established 07/23/2024
21. **APPROVE** the certification of Staff Secretary (Revised) eligibility list 24-0209-3364 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 1-11 and approve items 12-21 with the noted corrections to item 16.

<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 Revision of Class Specification: Systems Analyst - Oracle

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, the motion carried with a majority 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 Creation of a New Classification: Manager – Campus Staff Assistant Program

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, the motion carried with a majority 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. **APPROVE** the Electronics Technician Classification and Compensation Study Recommendations

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and Lisa Gardner, Administrative Coordinator, Personnel Commission (retired), provided a detailed overview of the report. Christopher Mankins, Electronics Technician, Nathan Lasley, Electronics Technician, and Paul Garcia, Technology Field Operations Manager, spoke regarding their

support of the study recommendations. Following several questions asked by Commissioner Ulaszewski, the motion carried with a majority vote of those present to approve New Business Item 3.

<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 Abolishment of a Grandpersoned Classification of Electronics Technician

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, the motion carried with a majority vote of those present to abolish the grandpersoned classification of Electronics Technician (Class Code 0163).

<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 57003654

New Business Item 5 was moved into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 8, 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 9:13 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:42 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 57003654

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation to remove Applicant 57003654 from the current eligibility list with the notation the applicant is not eligible for future employment with the Long Beach Unified School District.

<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 9:43 a.m.