

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

MINUTES
Regular Meeting

January 26, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, January 26, 2023 at 8:17 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, Linda Vaughan.

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

ROLL
STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Joanna Guzman, Human Resources Technician and Alejandra Torres, Human Resources Technician.

GUESTS PRESENT

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MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Terence Ulaszewski, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of January 26, 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

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the District is moving forward in a modernization project called Resource Planning Modernization (RPM) that will be replacing current systems such as LYNX, and the program kick-off meeting was held at the Educare site on Friday, January 13, 2023. Mr. Kato explained that Amy Van Fossen, Associate Personnel Analyst, is the subject matter expert from our office and the Personnel Commission kick-off meeting was held on January 19, 2023. Mr. Kato shared that the 2023 Annual California Schools Personnel Commissioners Association (CSPCA)

Conference was held January 22-24, 2023 in Long Beach. Mr. Kato reported that there were over 300 in attendance including Commissioner Bender, Commissioner Vaughan, Commissioner Ulaszewski, and eight (8) Personnel Commission employees attended staff development workshops. Mr. Kato mentioned that the quarterly Nutrition Services meeting was held with our recruitment and testing, and certification units to discuss any employment concerns.

Amy Van Fossen, Associate Personnel Analyst, reported there are 34 recruitments accepting applications, 16 in testing, with a total of 64 in the various examination and scoring stages. Ms. Van Fossen explained that Maria Braunstein, Personnel Analyst, is on Catalina Island with Lydia Tran, Associate Personnel Analyst, and Andrea Armas, Human Resources Technician, to recruit and give examinations for the specific site vacancies at Avalon. Ms. Van Fossen shared that she, the Human Resource Technicians, and an Analyst attended two (2) staff development workshops where valuable, beneficial and informative information was shared.

Jazmin Salgado, Human Resources Technician, shared her experience at the CSPCA conference workshops were very informative with the Los Angeles County of Education (LACOE) Personnel Commission had two (2) Analyst that presented some very helpful tools on panels and interviews.

Jesus Rios Jr., Certification Services Manager, thanked Mr. Kato and Oralia Leyva, Employment Services Supervisor, for all their assistance in his absence. Mr. Rios shared that at the last Board of Education meeting 60 permanent classified employees and 22 substitute probationary classified employees were appointed. Mr. Rios explained there were 144 exempt processing paperwork packets that were audited by our technicians and it represents the volume of work that staff continue to yield.

Mr. Rios explained there were two (2) group interview events held here for the Recreation Aide and Custodian vacancies at the Personnel Commission offices. Mr. Rios reported that the Recreation Aide event was offering both interview and hire, with some being processed. Mr. Rios thanked the Elementary Office for coordinating the nurse to be on site to conduct Tuberculosis (TB) testing. The Recreation Aide event resulted in 24 offers of appointment and 13 substitute offers. Mr. Rios shared the Custodian event yielded 19 offers to fill Custodian positions. Mr. Rios thanked all the staff for helping in the success of the events.

Mr. Rios shared summer school starting and applications will be due on March 17, 2023. Mr. Rios mentioned that the Personnel Commission office will be offering open computer lab times to assist the employees with the online application. Mr. Rios and Ms. Leyva will be meeting next week with the summer school committee.

Commissioner Ulaszewski, spoke to the staff on the process of group interviews and it being the wave of the future. The effort that is being shown by Personnel Commission staff is putting out a positive impression with all the future applicants. Commissioner Ulaszewski thanked the staff for their work. Commissioner Bender, concurred and shared that all the work that went into the interviewing events was worth it as 43 candidates processed, which is impressive.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Electronics Technician
2. **RATIFY** job announcement bulletin for Executive Secretary (C) – Recruitment Extended
3. **RATIFY** job announcement bulletin for High School Office Supervisor
4. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician
5. **RATIFY** job announcement bulletin for Middle School Office Supervisor
6. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
7. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
8. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III
9. **RATIFY** job announcement bulletin for Nutrition Services Worker
10. **RATIFY** job announcement bulletin for Nutrition Services Worker – Catalina Island
11. **RATIFY** job announcement bulletin for Purchasing Agent
12. **RATIFY** job announcement bulletin for Records Office Assistant
13. **RATIFY** job announcement bulletin for Senior Accounting Assistant
14. **RATIFY** job announcement bulletin for Warehouse Materials Processor
15. **RATIFY** job announcement bulletin for Water/Boiler Treatment Specialist
16. **APPROVE** the certification of Custodian eligibility list 23-0114-0139 established 01/12/2023
17. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0196-0448 established 01/19/2023
18. **APPROVE** the certification of Recreation Aide eligibility list 23-0179-5255 established 01/17/2023
19. **APPROVE** the certification of Recreation Aide eligibility list 23-0180-5255 established 01/26/2023
20. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0183-5257 established 01/26/2023
21. **APPROVE** the certification of Senior Office Assistant – Bilingual Spanish eligibility list 23-0099-5089 established 01/04/2023

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-15 and approve items 16-21 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		

NEW BUSINESS

1. **APPROVE** the Revision and Reallocation of a Classification and Abolishment of a Classification - Administrator, Facilities Development and Planning and Administrator, Construction

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 Revision and Reallocation of a Classification and Abolishment of a Classification - Administrator, Facilities Development and Planning and Administrator, Construction.

<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 Classification – Senior Nutrition Services Worker

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 Revision of a Classification – Senior Nutrition Services Worker.

<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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 9, 2023 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., 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 10:26 a.m. with the no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 10:27 a.m.