

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

MINUTES  
Regular Meeting

September 7, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, September 7, 2023 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

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

Present: Sheryl Bender  
Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; Jazmin Salgado, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dr. Kelly An, Assistant Superintendent, Human Resource Services; Eric Larsen, CSEA Site Representative Coordinator; Kellyanna Miller, CSEA Chapter 2 Administrator; and Trinita Renfro, CSEA Chapter 2 Chief Job Steward.

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 August 24, 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

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment, introduced Dr. Kelly An, Assistant Superintendent, Human Resource Services. Ms. Leaming shared that Personnel Commission supervisors and managers attended the Superintendent's Management Team Gathering at the Museum of Latin

American Art (MOLAA) on Friday, August 25. Ms. Leaming shared the event was enjoyable and informative regarding the future plans for the Long Beach Unified School District (LBUSD). Ms. Leaming informed the Commission that two sessions of CPR/First Aid classes are scheduled for Friday, October 20<sup>th</sup> at the Teacher Resource Center (TRC).

Maria Braunstein, Personnel Analyst, reported there have been 83 open recruitments this fiscal year. Ms. Braunstein shared there are 19 recruitments in various stages, 14 in scoring, 16 in testing, and four in screening. Ms. Braunstein thanked staff for their work and assisting applicants through the hiring process.

Jesus Rios Jr., Certification Services Manager, shared staff has been entering hourly election assignments, providing eligibility lists to sites, and processing new hires in anticipation of the start of school. Mr. Rios reported that at the last Board of Education meeting 49 classified employees were appointed to probationary and substitute positions. Mr. Rios thanked staff for doing a great job onboarding new employees.

## CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Analyst – Human Resources Services
2. **APPROVE** the certification of Communications and Public Information Director eligibility list 23-0316-5315 established 08/30/2023
3. **APPROVE** the certification of Custodian eligibility list 24-0035-0139 established 08/31/2023
4. **APPROVE** the certification of Cyber Security Manager eligibility list 23-0323-5310 established 09/06/2023
5. **APPROVE** the certification of District Security Officer eligibility list 24-0002-5202 established 09/05/2023
6. **APPROVE** the certification of Heavy Truck Driver eligibility list 24-0003-0187 established 09/06/2023
7. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0042-5319 established 08/30/2023
8. **APPROVE** the certification of Instructional Aide – Instrumental Music eligibility list 24-0015-0447 established 09/05/2023
9. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0040-0448 established 08/30/2023
10. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list 24-0006-0756 established 09/05/2023
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0038-5068 established 09/07/2023
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0045-5068 established 09/07/2023

13. **APPROVE** the certification of Production Center Supervisor eligibility list 23-0327-5070 established 09/11/2023
14. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 24-0011-5255 established 09/11/2023
15. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0047-5317 established 08/30/2023
16. **APPROVE** the certification of Senior Accounting Assistant eligibility list 24-0007-0760 established 09/05/2023
17. **APPROVE** the certification of Speech-Language Pathology Assistant eligibility list 23-0296-5024 established 09/05/2023
18. **APPROVE** the certification of Speech-Language Pathology Assistant eligibility list 23-0246-5024 established 09/05/2023
19. **APPROVE** the certification of Student Data Systems Coordinator eligibility list 23-0326-5160 established 09/06/2023

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 item 1 and approve items 2-19 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		

OLD BUSINESS                      None

NEW BUSINESS                      1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 22576944

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 35678473

New Business Item 2 was moved into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 52415259

New Business Item 3 was moved into closed session.

4. **APPROVE** the Reestablishment and Revision of a Classification - Credential Services Supervisor and Abolishment of a Classification – Credential Services Manager

Following discussion, 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 New Business Item 4.

<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 Revision of a Classification – Business Services Analyst

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 5.

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

6. **APPROVE** the Revision of a Classification – Intermediate Nutrition Services Worker

Following discussion, 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 New Business Item 6.

<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, September 21, 2023 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 8:27 a.m.

OPEN SESSION                      The Personnel Commission returned to open session at 9:16 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 22576944

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve Staff's recommendation and remove Applicant ID 22576944 from the eligibility list.

<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 Recommendation to Remove from Eligibility List - Applicant ID 35678473

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to disapprove Staff's recommendation and allow Applicant ID 35678473 to remain on the eligibility list.

<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 Recommendation to Remove from Eligibility List - Applicant ID 52415259

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to disapprove Staff's recommendation and allow Applicant ID 52415259 to remain on the eligibility list.

<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 9:18 a.m.