

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

MINUTES  
Regular Meeting

June 1, 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, June 1, 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, Linda Vaughan.

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

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Tran, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Joanna Guzman, Human Resources Technicain; Vaneesa Ortiz, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Monica Gaytan, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Representative; and Appellant 33253947

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 18, 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

Mr. Kenneth Kato, Executive Officer, thanked the Personnel Commissioners for attending the Annual Classified Employee Celebration held at the Teacher Resource Center (TRC) on May 19, 2023. Mr. Kato shared that 560 employees attended the event. Mr. Kato thanked Alan Reising, Business Service Administrator, for securing remote parking at the local Honda dealership. Mr. Kato also thanked the vendors and donors for their contributions to the celebration. Mr. Kato reported the Classified Employee of the Year

was announced at the celebration and this year's honoree was Martha Jenkins, an Instructional Aide - Special from Cabrillo High School.

Lydia Tran, Associate Personnel Analyst, reported there are 48 recruitments in progress. Ms. Tran shared that Maria Braunstein, Personnel Analyst, and Amy Van Fossen, Associate Personnel Analyst, attended the job fair at Poly Academy of Achievers and Leaders (PAAL) and it was a successful event .

Jesus Rios Jr., Certification Services Manager, reported that staff sent out 641 notifications to classified employees for Summer School employment. Mr. Rios also shared that interviews were recently held at the Personnel Commission with Plant Supervisors and Principals for Custodian vacancies. Mr. Rios thanked staff for coordinating the interviews and setting up the facilities.

Susan Leaming, Personnel Analyst, reported a CalPERS retirement planning workshop was held on May 31st and there were 60 attendees. Ms. Leaming thanked Monica Gaytan, Human Resources Assistant, and Dale Culton, Certification Services Manager (retired), for their assistance with the event.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Behavior Intervention Assistant
2. **RATIFY** job announcement bulletin for Communications and Public Information Director
3. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
4. **RATIFY** job announcement bulletin for Custodian
5. **RATIFY** job announcement bulletin for Digital Media Specialist
6. **RATIFY** job announcement bulletin for Electronics Technician
7. **RATIFY** job announcement bulletin for Instructional Aide – Special
8. **RATIFY** job announcement bulletin for Lead Custodian
9. **APPROVE** the certification of Assistant School Safety & Emergency Preparedness Director eligibility list 23-0265-5048 established 05/22/2023
10. **APPROVE** the certification of Carpenter eligibility list 23-0255-0114 established 05/23/2023
11. **APPROVE** the certification of District Security Officer eligibility list 23-0258-5202 established 06/01/2023
12. **APPROVE** the certification of Human Resources Technician eligibility list 23-0263-3352 established 06/05/2023
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0289-0448 established 05/31/2023

14. **APPROVE** the certification of Maintenance Accounting Supervisor eligibility list 23-0268-5247 established 05/22/2023
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0290-5068 established 05/26/2023
16. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0291-5068 established 05/30/2023
17. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0298-5068 established 05/31/2023
18. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 23-0276-5068 established 05/23/2023
19. **APPROVE** the certification of Recreation Aide eligibility list 23-0294-5255 established 05/24/2023
20. **APPROVE** the certification of Recreation Aide - Catalina Island eligibility list 23-0250-5255 established 05/24/2023
21. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 23-0271-5261 established 05/31/2023
22. **APPROVE** the certification of Recreation Leader – WRAP eligibility list 23-0272-5262 established 05/31/2023

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 1-8 and approve items 9-22 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 Recommendation to Remove from Eligibility List - Applicant ID 33253947

New Business Item 1 was moved into closed session.

2. **ANNOUNCE** Personnel Commission staff for years of service

Mr. Kato presented service year pins to Commission employees that have served ten, fifteen and twenty years with the Long Beach Unified School District. The Commissioners congratulated the recipients for their years of service.

3. **ANNOUNCE** the 2022 Personnel Commission Employee of the Year

The Personnel Commission recognizes one of its staff members annually as the Personnel Commission Employee of the Year. Mr. Kato gave accolades and announced the 2023 Personnel Commission Employee of the Year, Anne Follett, Human Resources Technician.

OLD BUSINESS None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 15, 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 8:30 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:46 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 33253947

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to grant the appeal of Applicant ID 33253947 and allow them 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 8:48 a.m.