

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

MINUTES
Regular Meeting

April 7, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, April 7, 2022 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, Terence Ulaszewski.

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

Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Employment Services Supervisor (Acting); Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; and Lydia Smith, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Appellant 1234452; and Appellant 48234213.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 24, 2022.

<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

Jesus Rios Jr., Associate Personnel Analyst, deferred to the units for their reports.

Maria Braunstein, Personnel Analyst, shared an overview of the presentation given at the Pacific Gateway Workforce Innovation Network job fair webinars that staff recently

participated in. Ms. Braunstein shared the Campus Staff Assistant course flyer, a new class offered at the Long Beach School for Adults made possible in collaboration with Debbie Broadway, Assistant Principal. Ms. Braunstein mentioned staff has been contacting previous candidates to notify them of the Campus Staff Assistant course. Ms. Braunstein also shared the event flyer for the upcoming Long Beach City College job fair on May 12, 2022 that staff will be participating in to promote classified recruitments. Ms. Braunstein reported there are 83 total recruitments in progress, 34 accepting applications, and 14 pending. Ms. Braunstein thanked Recruitment and Testing staff for all of their hard work.

Dale Culton, Certification Services Manager, shared that in an effort to fill vacancies in a more timely manner, lists of Recreational Aide vacancies will now be sent to eligible candidates so they can contact school sites directly to set up interviews. Mr. Culton also mentioned that in collaboration with Karen Kemp, Human Resources Supervisor, and Kaopoo Chao, Fiscal Services Analyst, online Vacancy Assignment (VA) training sessions will be conducted with secretaries over the next week.

Mr. Culton congratulated Commissioner Ulaszewski for 25 years of service as a Personnel Commissioner. Mr. Ulaszewski shared his sentiments of the great employees who have been hired that contribute to the success of the District over the years.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Certification Services Manager
3. **RATIFY** job announcement bulletin for Computer Support Technician
4. **RATIFY** job announcement bulletin for Facilities Project Manager
5. **RATIFY** job announcement bulletin for Groundskeeper – Catalina Island
6. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish
7. **RATIFY** job announcement bulletin for High School Office Supervisor
8. **RATIFY** job announcement bulletin for HVAC Technician
9. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
10. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
11. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
12. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III
13. **RATIFY** job announcement bulletin for Water/Boiler Treatment Specialist
14. **APPROVE** the certification of Accountant eligibility list 22-0141-0358 established 04/01/2022

15. **APPROVE** the certification of Assistant Facilities Project Manager eligibility list 22-0139-5104 established 04/07/2022
16. **APPROVE** the certification of Associate Analyst Human Resource Service eligibility list 22-0036-3298 established 03/30/2022
17. **APPROVE** the certification of Associate Research Data Analyst eligibility list 22-0145-5251 established 04/01/2022
18. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0169-5288 established 04/01/2022
19. **APPROVE** the certification of Custodian Assistant eligibility list 22-0171-5025 established 03/29/2022
20. **APPROVE** the certification of Educare Family Support Specialist – BL SP eligibility list 22-0053-5204 established 04/01/2022
21. **APPROVE** the certification of Facilities Project Manager - Planning eligibility list 22-0132-5190 established 04/08/2022
22. **APPROVE** the certification of Fiscal Services Analyst eligibility list 22-0143-5173 established 04/07/2022
23. **APPROVE** the certification of Heavy Truck Driver eligibility list 22-0138-0187 established 03/29/2022
24. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0205-0448 established 04/05/2022
25. **APPROVE** the certification of Lead Custodian eligibility list 22-0178-0205 established 03/29/2022
26. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0195-5068 established 03/28/2022
27. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-200-5068 established 03/31/2022
28. **APPROVE** the certification of Recreation Aide eligibility list 22-0211-5255 established 04/05/2022

Following discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify item 1-13 and approve items 14-28 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 ID 1234452

Appellant 1234452 was present and requested their appeal be heard in open session. Mr. Rios Jr. stated the reason Appellant 1234452 was removed from the Recreational Aide eligibility list. Appellant 1234452 discussed why they should not be removed from the eligibility list and presented items of evidence to the Commission. The Commissioners asked Appellant 1234452 several clarifying questions, thanked them for their attendance, and explained they would be notified by letter of the decision. The Commission then moved New Business Item 1 into closed session for discussion and action.

2. **APPROVE** the Recommendation to Remove from Eligibility List ID 48234213

Appellant ID 48234213 was in attendance and requested their appeal be heard in closed session. The Commission moved New Business Item 2 into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List ID 48274973

Appellant ID 48274973 was not in attendance. The Commission moved New Business Item 3 into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List ID 48465223

Appellant ID 48465223 was not in attendance. The Commission moved New Business Item 4 into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 21, 2022 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 8:31 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:40 a.m. and the following reportable actions were taken.

1. **APPROVE** the recommendation to remove from Eligibility List ID 1234452

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to grant the appeal of Applicant ID 1234452 and allow the appellant to move forward in the employment process.

<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 ID 48234213

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 48234213 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

<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 ID 48274973

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 48274973 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

<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 recommendation to remove from Eligibility List ID 48465223

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 48465223 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

<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 9:42 a.m.