

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

MINUTES  
Regular Meeting

September 8, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, September 8, 2022 at 8:22 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; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT Alicia Rodriguez, Records Supervisor; Juan Rivera, Warehouse Manager; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Stacey Lewis, CEO, HR Interrupted.

MINUTES OF REGULAR MEETING APPROVED A motion was made by Sheryl Bender, 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 25, 2022.

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

RECEIVE CORRESPONDENCE None

PUBLIC HEARD None

REPORT FROM EXECUTIVE OFFICER Kenneth Kato, Executive Officer, deferred to the units for their reports.

Amy Van Fossen, Associate Personnel Analyst, reported there are 73 recruitments in various stages. Ms. Van Fossen shared that she and Maria Braunstein, Personnel

Analyst, will be going to Avalon next week to conduct performance examinations for Van Driver and other open recruitments.

Ms. Braunstein shared she and Ms. Van Fossen met with David Zaid, Assistant Superintendent, Human Resource Services, to discuss additions to the Long Beach Unified School District webpage that direct individuals to the career pages for Classified or Certificated positions. Ms. Braunstein thanked Mr. Zaid and the Human Resource Services department for listening to the feedback and implementing the changes. Ms. Braunstein shared that the added tabs to the website have already made an impact on applications received.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies. Mr. Rios shared that at the last Board of Education meeting 54 probationary classified employees were appointed and this speaks to the volume of onboarding the unit has been completing. Mr. Rios shared he received an email from an office thanking him and staff in the unit for always being so reliable.

Susan Leaming, Personnel Analyst, informed the Commission that CPR/First Aid classes are scheduled for Friday, November 4<sup>th</sup>. Ms. Leaming introduced Alicia Rodriguez, Records Supervisor, and Juan Rivera, Warehouse Manager, who were in attendance to support New Business Item 1.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Nutrition Services Worker
2. **RATIFY** job announcement bulletin for Nutrition Services Worker – Catalina Island
3. **RATIFY** job announcement bulletin for School Safety Supervisor
4. **APPROVE** the certification of Contract Analyst eligibility list 22-0271-0624 established 09/12/2022
5. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 22-0126-0139 established 09/09/2022
6. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0019-0448 established 08/26/2022
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0033-0448 established 09/12/2022
8. **APPROVE** the certification of Intermediate Office Assistant eligibility list 22-0261-0673 established 09/01/2022
9. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 22-0262-5050 established 09/02/2022
10. **APPROVE** the certification of Network Specialist eligibility list 23-0005-5119 established 09/12/2022

11. **APPROVE** the certification of Plant Supervisor I eligibility list 22-0226-5026 established 09/12/2022
12. **APPROVE** the certification of Plant Supervisor II eligibility list 22-0227-5027 established 08/31/2022
13. **APPROVE** the certification of Recreation Aide eligibility list 23-0048-5255 established 08/31/2022
14. **APPROVE** the certification of Recreation Aide eligibility list 23-0062-5255 established 09/07/2022
15. **APPROVE** the certification of Recreation Aide eligibility list 23-0063-5255 established 09/12/2022
16. **APPROVE** the certification of Recreation Aide eligibility list 23-0056-5255 established 02/02/2022
17. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 23-0028-5255 established 09/08/2022
18. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0025-5257 established 08/31/2022
19. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0047-5257 established 09/02/2022
20. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0061-5257 established 09/12/2022
21. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 22-0290-5060 established 09/12/2022
22. **APPROVE** the certification of Stage Technician eligibility list 22-0248-0379 established 09/02/2022
23. **APPROVE** the certification of Stage Technician eligibility list 22-0259-0379 established 09/02/2022
24. **APPROVE** the certification of Transportation Supervisor eligibility list 22-0275-0886 established 08/16/2022
25. **APPROVE** the certification of Truck Driver eligibility list 22-0237-0392 established 09/09/2022

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 ratify items 1-3 and approve items 4-25 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 of a Classification – Records Office Assistant

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 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 Revision of a Classification – Salary Services Supervisor

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 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		

OLD BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 22, 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 8:32 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:42 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:43 a.m.