

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

MINUTES
Regular Meeting

January 25, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Vice-Chairperson, on Thursday, January 25, 2024 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 Vice Chairperson, Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Elizabeth Morales-Torres, Human Resources Technician; Judith Alonso, Human Resources Technician; Margarita Paiz, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; and Trinita Renfroe, 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 January 11, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, introduced Personnel Commission's new Human Resources Technician, Elizabeth Morales-Torres, who will be assisting with the implementation of the Classified School Employee Summer Assistance Program (CSESAP). Ms. Leaming mentioned that Dale Culton, Certification Services Manager (retired), is working on a position control project for Recreation Aide positions. Mr. Culton is notifying sites of their current Recreation Aide vacancies and inquiring if there are plans to fill. So far, 12 positions at various sites have been abolished and one site will be filling a vacancy. Ms. Leaming announced the formation of the Classified Employee Celebration

Committee for the 2024 Classified Employee Celebration which will be held on Friday, May 24, 2024. Ms. Leaming also mentioned that preparations are beginning for the Classified Employee of the Year selection process.

Oralia Leyva, Interim Certification Services Manager, reported that on the last Board of Education agenda there were 60 classified permanent, 34 substitute, and 60 exempt appointments made. Ms. Leyva mentioned Maria Rojas, Interim Employment Services Supervisor, sent out the Summer School Brochure guide to sites for the January 29, 2024 opening of Summer School applications.

Maria Braunstein, Personnel Analyst, discussed the continued partnership with the Long Beach School for Adults Building Maintenance Custodial class. Ms. Braunstein thanked Margarita Paiz, Human Resources Technician, for her work filling permanent and substitute Custodian positions. Ms. Braunstein also mentioned that 188 recruitments have been opened so far this fiscal year and thanked the Recruitment and Testing Unit for their continued work.

Ms. Leaming mentioned that Operations administrators recently told her there were several days when all Custodian vacancies were filled with substitutes, which is a testament to the efforts Joanna Guzman and Margarita Paiz, Human Resources Technicians, have made to recruit and onboard Custodians.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian
2. **RATIFY** job announcement bulletin for Elementary School Office Supervisor (Extended)
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
5. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III
6. **RATIFY** job announcement bulletin for Middle School Office Supervisor (Extended)
7. **APPROVE** the certification of Accountant eligibility list 24-0119-0358 established 01/22/2024
8. **APPROVE** the certification of Associate Research Data Analyst eligibility list 24-0063-5251 established 01/25/2024
9. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW8-5258 established 12/20/2023
10. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW9-5258 established 01/10/2024
11. **APPROVE** the certification of Human Resource Services Operations Manager eligibility list 24-0147-0737 established 01/24/2024
12. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0159-5319 established 01/23/2024

13. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0153-0448 established 01/17/2024
14. **APPROVE** the certification of Library/Media Assistant eligibility list 24-0117-0465 established 01/04/2024
15. **APPROVE** the certification of Maintenance Cost Estimator eligibility list 24-0111-3321 established 01/25/2024
16. **APPROVE** the certification of Maintenance Laborer eligibility list 24-0112-5275 established 01/26/2024
17. **APPROVE** the certification of Pest Control Technician eligibility list 24-0147-0184 established 01/16/2024
18. **APPROVE** the certification of Recreation Aide eligibility list 24-0168-5255 established 01/22/2024

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 items 1-6 and approve items 7-18.

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

| | |
|----------------------|--|
| OLD BUSINESS | None |
| NEW BUSINESS | None |
| OTHER ITEMS | <p>Kellyanna Miller, CSEA Chapter 2 Administrator, updated the Commission on a CSEA representation matter with an employment eligibility appellant that had previously appealed to the Commission.</p> <p>Trinita Renfro, CSEA Chapter 2 Chief Job Steward, addressed the Commission asking when the Classified Seniority List would be accessible to employees through their portal. Oralía Leyva, Interim Certification Services Manager, stated this project is moving forward but is not yet available for employee use.</p> |
| NEXT REGULAR MEETING | The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 8, 2024 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 8:34 a.m. |
| OPEN SESSION | The Personnel Commission returned to open session at 9:20 a.m. with no reportable actions. |
| ADJOURNMENT | The Regular Meeting of the Personnel Commission was declared adjourned at 9:20 a.m. |