

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

MINUTES
Regular Meeting

December 21, 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, December 21, 2023 at 8:19 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

Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Wendy Bell, Human Resources Technician; Anne Follett, Human Resources Technician; Joanna Guzman, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Margarita Paiz, Human Resources Technician; Maria Rojas, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Paul Welch, Human Resources Assistant.

GUESTS PRESENT

Lord Galayo, CSEA Chapter 2 Communications Officer, Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; and Applicant ID 55494991 (remotely).

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 7, 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

Amy Van Fossen, Associate Personnel Analyst, noted that today's meeting was Anne Follett's last Personnel Commission meeting before her retirement as a Human Resources Technician, and read a statement on behalf of Susan Leaming, Interim Executive Officer, Personnel Commission, recognizing Ms. Follett's many years of service

entirely at the Personnel Commission. Ms. Van Fossen presented Ms. Follett with a retirement plaque and took pictures with the Commissioners.

Lydia Tran, Associate Personnel Analyst, informed the Commission there are currently 49 recruitments in progress, 13 accepting applications and 12 recruitments pending. Ms. Tran introduced a new member of the Recruitment and Testing team, Margarita Paiz, Human Resources Technician.

Jesus Rios Jr., Certification Services Manager, reported that at the last Board of Education meeting, there were a total of 17 approved permanent and probationary appointments, along with 11 substitute positions. Mr. Rios Jr., thanked staff for their work and mentioned Oralia Leyva, Employment Services Supervisor, is already preparing information that will be going out to sites regarding the classified summer school application process.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Public Information Director
2. **RATIFY** job announcement bulletin for Cyber Security Manager
3. **RATIFY** job announcement bulletin for Fiscal Services Analyst
4. **RATIFY** job announcement bulletin for Food Production Equipment Technician - Extended
5. **RATIFY** job announcement bulletin for Student Financial Technician - Avalon
6. **APPROVE** the certification of Campus Staff Assistant eligibility list 24-0122-5288 established 12/18/2023
7. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW7-5258 established 12/06/2023
8. **APPROVE** the certification of Credential Services Supervisor eligibility list 24-0094-3342 established 12/14/2023
9. **APPROVE** the certification of Head Start Family Engagement Manager eligibility list 24-0090-5237 established 12/11/2023
10. **APPROVE** the certification of Head Start Health and Nutrition Manager eligibility list 24-0137-5278 established 12/20/2023
11. **APPROVE** the certification of Head Start Instructional Aide eligibility list 24-0115-0657 established 12/11/2023
12. **APPROVE** the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 24-0116-5235 established 12/19/2023
13. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0136-5319 established 12/19/2023

14. **APPROVE** the certification of Locker Room Attendant eligibility list 24-0118-0208 established 12/21/2023
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0144-5068 established 12/15/2023
16. **APPROVE** the certification of Recreation Aide eligibility list 24-0154-5255 established 12/20/2023
17. **APPROVE** the certification of Senior Health Assistant eligibility list 24-0121-5174 established 12/18/2023
18. **APPROVE** the certification of Senior Health Assistant eligibility list 24-0138-5174 established 12/18/2023

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 items 1-5 and approve items 6-18.

| <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 extension of Senior Office Assistant – Bilingual Spanish 23-0099-5089 eligibility list established 01/19/2023

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 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. **APPEAL** of a Disqualified Applicant ID 55494991

New Business Item 2 was moved into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List – Applicant ID 55489986

New Business Item 3 was moved into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 11, 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 9:10 a.m. with the following reportable actions.

2. APPEAL of a Disqualified Applicant ID 55494991

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to table the appeal of Applicant ID 55494991. The Commissioners requested staff provide instructions to the candidate to resolve the performance evaluation issue and noted the Commission will revisit this agenda item at a future meeting.

| <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 55489986

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 uphold staff's recommendation to remove the Applicant from the eligibility list. However, the Commission determined that this removal should not be a permanent bar to future consideration for employment and invites the applicant to reapply after six months. The Commissioners also requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

| <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 9:11 a.m.