

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

MINUTES  
Regular Meeting

August 24, 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, August 24, 2023 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 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

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Monica Gaytan, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Alan Reising, Business Services Administrator; Steven Rockenbach, Director, Employee Relations and Ethics; David Van Westerhuyzen, Maintenance Director; Dale Culton, Certification Services Manager (retired); Eric Larsen, CSEA Site Representative Coordinator; and Kellyanna Miller, CSEA Chapter 2 Administrator.

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 August 10, 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

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment, introduced guests. Ms. Leaming reported the 2023-2024 school year will begin on August 30, 2023 and shared the District's new back-to-school guide with the Commissioners. Ms. Leaming noted that Personnel Commission supervisors and

managers will be attending the Superintendent's Management Team Gathering at the Museum of Latin American Art (MOLAA) on Friday, August 25.

Maria Braunstein, Personnel Analyst, provided a detailed overview of the pop-up job fair held at the Monroe site on Friday, August 18, 2023. Ms. Braunstein explained social media advertising began on Friday, August 11 and each person that pre-registered was sent a link with information on how to apply. Ms. Braunstein noted that 1,198 individuals pre-registered online and approximately 500 people attended the event. Job fair attendees utilized Chromebooks to apply online with staff available to assist. The day of the job fair, 376 employment applications were submitted. There was a 381% increase in employment applications received the week of the event from the week prior. Ms. Braunstein thanked Commission and District staff who assisted at the event, District administrators, and other departments including Marketing and Media Services, School Safety and Emergency Preparedness, Nutrition Services, Maintenance, Operations, Transportation, Duplicating, Equity Leadership & Talent Development, and all of the Monroe site partners for their collaboration and support.

Ms. Braunstein also extended her appreciation to David Uyematsu, Local Veterans' Employment Representative with the Long Beach Employment Development Department (EDD) who assisted at the event. Ms. Braunstein explained that she and Mr. Uyematsu are in the process of scheduling and coordinating a job fair at the Pacific Gateway facility in October.

Commissioner Bender shared that she and Commissioner Vaughan attended the job fair and were impressed at how well-executed the event was. The Commissioners extended their appreciation to Ms. Braunstein and Commission staff for all of their efforts to put such a successful event together in less than ten days.

Jesus Rios Jr., Certification Services Manager, shared staff has been entering hourly election assignments, providing eligibility lists to sites, and processing new hires in anticipation of the start of school. Mr. Rios mentioned a new fingerprint machine will be installed at the Personnel Commission on Friday, August 18, 2023.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Research Data Analyst
2. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor
3. **RATIFY** job announcement bulletin for Credential Services Specialist
4. **RATIFY** job announcement bulletin for Custodian
5. **RATIFY** job announcement bulletin for Cyber Security Manager
6. **RATIFY** job announcement bulletin for District Security Officer
7. **RATIFY** job announcement bulletin for Food Production Equipment Technician
8. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
9. **RATIFY** job announcement bulletin for Groundskeeper

10. **RATIFY** job announcement bulletin for High School Office Supervisor
11. **RATIFY** job announcement bulletin for Intermediate Office Assistant, Intermediate Office Assistant – Bilingual Spanish
12. **RATIFY** job announcement bulletin for Landscape Irrigation Worker
13. **RATIFY** job announcement bulletin for Network Specialist
14. **RATIFY** job announcement bulletin for School Safety Officer
15. **RATIFY** job announcement bulletin for Senior Program Manager, Facilities Development and Planning
16. **APPROVE** the certification of Expanded Learning Supervisor eligibility list 24-0031-5320 established 08/25/2023
17. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 24-0014-0176 established 08/16/2023
18. **APPROVE** the certification of Instructional Aide – Educare eligibility list 24-0019-5205 established 08/25/2023
19. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0032-5319 established 08/17/2023
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0027-5068 established 08/15/2023
21. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0034-5068 established 08/15/2023
22. **APPROVE** the certification of Painter eligibility list 24-0013-0113 established 08/25/2023
23. **APPROVE** the certification of Recreation Aide eligibility list 24-0039-5255 established 08/23/2023
24. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0033-5317 established 08/16/2023
25. **APPROVE** the certification of School Safety Officer eligibility list 24-0024-5014 established 08/17/2023
26. **APPROVE** the certification of School Safety Operations Manager eligibility list 24-0016-5273 established 08/14/2023

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 1-15 and approve items 16-26 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

1. **APPROVE** the following: Revisions to the *Rules and Regulations of the Classified Service* (Second Reading)

Ms. Learning explained that at the last meeting, CSEA shared concerns with the proposed change to the definition of Transfers. After input and review, Ms. Learning recommended the Commission act to not approve the change in definition of Transfer in Rule 1.1, and move to approve the change in Rule 8.1.C.1. Kellyanna Miller, CSEA Chapter 2 Administrator, thanked the Personnel Commission for their consideration of their concerns and continued collaboration.

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to not approve the change in definition to Transfer in Rule 1.1 and approve the change in Rule 8.1.C.1.

<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 – Maintenance Cost Estimator

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 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		

OTHER ITEMS

Commissioner Ulaszewski thanked Commission staff for an excellent job at the pop-up job fair and also for their efforts to assure school sites were staffed for the opening of school.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 7, 2023 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 8:37 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:25 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 9:26 a.m.

