

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

MINUTES
Regular Meeting

January 11, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, January 11, 2024 at 8:18 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 Learning, 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; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Margarita Paiz, Human Resources Technician; Maria Rojas, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Silaue Taeleifi, 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 Renfro, 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 December 21, 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 Learning, Interim Executive Officer, updated the Commissioners on the Classified School Employee Summer Assistance Program (CSESAP) program. The CSESAP website is now active via the Commission webpage, and information on the program has been added to the regular Classified Benefits page. Ms. Learning informed the Commission that the new Human Resources Technician, Elizabeth Morales-Torres, will be starting on January 16, 2024 and the primary function of the desk will be working with

the CSESAP and responding to employee inquiries. Ms. Leaming explained that the CSESAP application is now available through the employee portal for those that meet the eligibility requirements. Ms. Leaming thanked Paul Welch and Veronica Bustamante, Human Resource Assistants, who have been instrumental in covering CSESAP questions and assisting employees. Ms. Leaming announced the following Personnel Commission staffing changes: Oralia Leyva, Employment Services Supervisor, will be the Interim Certification Services Manager; Maria (Mari) Rojas, Human Resource Technician, will be the Interim Employment Services Supervisor; and Paul Welch, Human Resources Assistant, will be upgraded to Human Resource Technician at the Classified substitute desk. Ms. Leaming expressed gratitude to Personnel Commission staff for their efforts that have brought down the number of vacancies by approximately 200 since the start of school. Ms. Leaming mentioned there have been 611 new and replacement Vacancy Assignments (VA's) closed since the start of the fiscal year, which is a direct result of the efforts of staff.

Amy Van Fossen, Associate Personnel Analyst, informed the Commission there are currently 40 recruitments at various stages of the recruitment and testing process, 21 accepting applications, and 6 recruitments pending. Ms. Van Fossen, acknowledged staff for all their efforts related to recruitment and testing.

Oralia Leyva, Interim Certification Services Manager, reported that staff continued to process new and substitute employees through winter break and thanked them for their work. Ms. Leyva thanked the Commission for the opportunity to work in her new role.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Child Nutrition Specialist
3. **RATIFY** job announcement bulletin for Electronics Technician
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
5. **RATIFY** job announcement bulletin for Instructional Aide – Catalina Island
6. **RATIFY** job announcement bulletin for Instructional Aide – Special
7. **RATIFY** job announcement bulletin for Laborer
8. **RATIFY** job announcement bulletin for Middle School Office Supervisor
9. **RATIFY** job announcement bulletin for Network Specialist
10. **RATIFY** job announcement bulletin for Senior Accounting Assistant
11. **RATIFY** job announcement bulletin for Stage Technician
12. **RATIFY** job announcement bulletin for Student Financial Technician – Avalon (Extended)
13. **APPROVE** the certification of Behavior Intervention Assistant eligibility list 23-0319-5216 established 12/27/2023

14. **APPROVE** the certification of HVAC Technician eligibility list 24-0108-5103 established 01/04/2024
15. **APPROVE** the certification of Instructional Aide (Catalina Island) eligibility list 24-0041-0436 established 12/29/2023
16. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0149-5319 established 01/04/2024
17. **APPROVE** the certification of Instructional Aide – Expanded Learning (Catalina) eligibility list 24-0146-5319 established 01/02/2024
18. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0141-0448 established 01/04/2024
19. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0155-5068 established 01/04/2024
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0161-5068 established 01/09/2024
21. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 24-0145-5068 established 01/08/2024
22. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 24-0164-5068 established 01/08/2024
23. **APPROVE** the certification of Recreation Aide eligibility list 24-0162-5255 established 01/10/2024

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 1-12 and approve items 13-23.

| <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 None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 25, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

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| CLOSED SESSION | The Personnel Commission retired into closed session at 8:27 a.m. |
| OPEN SESSION | The Personnel Commission returned to open session at 9:18 a.m. with no reportable actions. |
| ADJOURNMENT | The Regular Meeting of the Personnel Commission was declared adjourned at 9:19 a.m. |