

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

MINUTES
Regular Meeting

June 29, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, June 29, 2023 at 8:15 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

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment; Jesus Rios Jr., Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Anne Follett, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Jazmin Salgado, Human Resources Technician; and Silaue Taeleifi, Human Resources Technician.

GUESTS PRESENT

Trinita Renfroe, CSEA Chapter 2 Chief Job Steward; Maria Leon, CSEA Chapter 2 Secretary; and Valeeta Pharr, Intermediate Office Assistant (retired).

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Special Meeting of June 13, 2023 and Regular Meeting of June 15, 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

Trinita Renfroe, CSEA Chief Job Steward, asked who would she speak to regarding the summer school placement of Instructional Aide – Specials. Jesus Rios Jr., Certification Services Manager, explained summer school placements for Instructional Aide – Specials are done by the Special Education department, and referred Ms. Renfroe to specific individuals in Special Education.

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment, shared she was invited to attend the recent Technology and Information Services (TISB) annual branch meeting and that it was very informative in regards to ongoing technology projects throughout the District. Ms. Leaming also discussed the cyber security trainings Commission staff are required to complete by September 30, 2023.

Lydia Tran, Associate Personnel Analyst, reported there are 47 recruitments in progress and 26 pending. Ms. Tran acknowledged staff for their excellent work obtaining raters for recent employment examinations.

Jesus Rios Jr., Certification Services Manager, reported that 24 probationary and 14 substitute employees were appointed into the Classified Service at the last Board of Education meeting. Mr. Rios shared that summer school began on July 26, 2023 and staff had over 1,200 employee assignments to key in online as the assignments are spread over two fiscal years. Mr. Rios mentioned he and Oralía Leyva, Employment Services Supervisor, and Vanessa Ortiz, Human Resources Technician, will be assisting Nutrition Services with hiring events on July 18, 19, and 24, 2023.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Chief Technology Officer
2. **RATIFY** job announcement bulletin for Cyber Security Manager – Recruitment Extended
3. **RATIFY** job announcement bulletin for District Security Officer
4. **RATIFY** job announcement bulletin for Heavy Truck Driver
5. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning
6. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician
7. **RATIFY** job announcement bulletin for Recreation Aide – Expanded Learning
8. **RATIFY** job announcement bulletin for Senior Accounting Assistant
9. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 23-0030-0139 established 06/30/2023
10. **APPROVE** the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 23-0245-5235 established 06/28/2023
11. **APPROVE** the certification of Instructional Aide - Art eligibility list 23-0313-5311 established 06/22/2023
12. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 23-0267-5205 established 06/26/2023
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0322-0448 established 06/28/2023

14. **APPROVE** the certification of Library/Media Assistant eligibility list 23-0284-0465 established 06/30/2023
15. **APPROVE** the certification of Library/Media Assistant eligibility list 23-0302-0465 established 06/26/2023
16. **APPROVE** the certification of Mail Delivery Driver eligibility list 23-0278-0219 established 06/28/2023
17. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0311-5068 established 06/27/2023
18. **APPROVE** the certification of Recreation Aide eligibility list 23-0309-5255 established 06/28/2023
19. **APPROVE** the certification of Senior Program Manager, Facilities Development and Planning eligibility list 23-0270-5307 established 06/28/2023
20. **APPROVE** the certification of Staff Secretary – Bilingual Spanish eligibility list 23-0285-5085 established 06/28/2023
21. **APPROVE** the Extension of Site Specialist – Student Engagement eligibility list 22-0244-5300

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-21 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 None

OLD BUSINESS 1. **ANNUAL ELECTION OF OFFICERS** per PC Rule 2.6

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to elect Sheryl Bender, Chairperson.

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

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to elect Terence Ulaszewski, Vice-Chairperson.

<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 Valeeta Pharr, Intermediate Office Assistant (retired), stated that she will be moving out of state and expressed her thankfulness to the Long Beach Unified School District and California School Employees Association (CSEA) for the support over the years. Ms. Pharr said she will continue her retiree work with CSEA and expects to visit the Long Beach area frequently. The Commissioners all shared sentiments of gratitude for her work within the District and wished her continued success in the future.
- NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 13, 2023 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 8:27 a.m.
- OPEN SESSION The Personnel Commission returned to open session at 9:00 a.m. with no reportable actions.
- ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned 9:01 a.m.