

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

MINUTES
Regular Meeting

December 15, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, December 15, 2022 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, Linda Vaughan.

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

Present: Terence Ulaszewski
Linda Vaughan

ROLL
STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Joanna Guzman, Human Resources Technician

GUESTS PRESENT

Leiling Hwang, Director, Nutrition Services; Kellyanna Miller, CSEA Representative; Appellant 19216076, Appellant ID 49531876, and Appellant ID 51642346.

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 1, 2022 and the Special Meeting on December 8, 2022.

<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

Kenneth Kato, Executive Officer, deferred to the units for their reports.

Amy Van Fossen, Associate Personnel Analyst, reported there are 46 recruitments in various stages. Ms. Van Fossen shared that the unit continues to open recruitments and complete examinations to create eligibility lists for current vacancies.

Lydia Tran, Associate Personnel Analyst, shared that she and staff attended a job fair at Long Beach City College that drew a lot of interest for part time positions. Ms. Tran mentioned that she and Oralia Leyva, Employment Services Supervisor, also participated in a job fair held at Long Beach School for Adults (LBSA), where they were able to distribute informational flyers about open recruitments.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies. Mr. Rios shared that at the last Board of Education meeting 50 probationary classified employees, and 23 substitute probationary classified employees were appointed. Mr. Rios thanked Monica Gaytan, Human Resources Assistant, for her work while on a temporary upgrade.

Mindi Ritter, Senior Administrative Secretary, shared about the Wellness Fair which was held at the Monroe Site. Ms. Ritter mentioned that the event had multiple vendor booths of our providers, raffles, and the committee looks forward to more events throughout the year.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician
2. **RATIFY** job announcement bulletin for Contract Analyst
3. **RATIFY** job announcement bulletin for District Security Officer
4. **RATIFY** job announcement bulletin for Facilities Project Manager - Construction
5. **RATIFY** job announcement bulletin for Facilities Project Manager – Planning
6. **RATIFY** job announcement bulletin for Kids' Club Assistant
7. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
8. **RATIFY** job announcement bulletin for School/Community Liaison – BL Spanish
9. **RATIFY** job announcement bulletin for Staff Secretary
10. **APPROVE** the certification of Bus Driver – Catalina Island eligibility list 23-0022-0101 established 12/13/2022
11. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0078-5288 established 12/14/2022
12. **APPROVE** the certification of Campus Staff Assistant (Catalina Island) eligibility list 23-0087-5288 established 12/13/2022
13. **APPROVE** the certification of Groundskeeper eligibility list 23-0136-0172 established 12/15/2022
14. **APPROVE** the certification of Grounds Service Manager eligibility list 23-0111-5166 established 12/13/2022

15. **APPROVE** the certification of Instructional Aide - Educare eligibility list 23-0074-5205 established 12/14/2022
16. **APPROVE** the certification of Instructional Aide – Educare BL Spanish eligibility list 23-0075-5206 established 12/14/2022
17. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0147-0448 established 12/06/2022
18. **APPROVE** the certification of Network Specialist eligibility list 23-0144-5119 established 12/14/2022
19. **APPROVE** the certification of Recreation Aide (Revised) eligibility list 23-0128-5255 established 11/15/2022
20. **APPROVE** the certification of Recreation Aide eligibility list 23-0156-5255 established 12/07/2022
21. **APPROVE** the certification of Recreation Aide eligibility list 23-0157-5255 established 12/13/2022
22. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 23-0163-5255 established 12/14/2022
23. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0142-5257 established 12/12/2022
24. **APPROVE** the certification of Salary Services Supervisor eligibility list 23-0109-5009 established 12/08/2022
25. **APPROVE** the certification of Translator – Interpreter Bilingual Spanish eligibility list 23-0117-5079 established 12/14/2022

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-9 and approve items 10-25 on the Consent Agenda.

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

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 19216076

Following discussion, New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 45527849

New Business Item 2 was moved into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48534030

New Business Item 3 was moved into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49531876

Following discussion, New Business Item 4 was moved into closed session.

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51642346

Following discussion, New Business Item 5 was moved into closed session.

6. **APPROVE** the Revision of a Classification – Senior Nutrition Services Worker.

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those to approve the Revision of a Classification – Senior Nutrition Services Worker.

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

OLD BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 12227654

Old Business Item 1 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 12, 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 8:47 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 10:05 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 19216076

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 19216076 to be removed from the eligibility list.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 45527849

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 45527849 to be removed from the eligibility list.

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

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48534030

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 48534030 to be removed from the eligibility list.

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

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49531876

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 49531876 to be removed from the eligibility list. 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>
Terence Ulaszewski	X		
Linda Vaughan	X		

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51642346

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 51642346 to be removed from the eligibility list.

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

6. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 12227654

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 12227654 to be removed from the eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:09 a.m.