

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

MINUTES
Regular Meeting

November 3, 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, November 3, 2022 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

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Anne Follett, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; Mari Rojas, Human Resources Technician; Monica Gaytan, Acting Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Appellant ID 15545493.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 20, 2022.

<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

Kenneth Kato, Executive Officer, reported he and Mr. Jesus Rios Jr. met with Special Education administrators to discuss Instructional Aide – Special staffing concerns and related position control efforts. Mr. Kato shared that he and Mr. Rios Jr. presented last week at a leadership training for aspiring managers and supervisors.

Lydia Smith, Associate Personnel Analyst, reported there are 24 recruitments accepting applications, 27 pending, and 12 in the examination and scoring stages.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send eligibility lists out to schools and departments to fill vacancies. Mr. Rios shared that at the last Board of Education meeting a total of 44 employees were onboarded and 12 substitute employees and 45 exempt employees were appointed to the classified service. Mr. Rios recognized Anne Follett, Human Resources Technician, for assuming additional responsibilities during the absence of other staff members.

Susan Leaming, Personnel Analyst, informed the Commission that two CPR/First Aid classes will be held on November 4th at the Teacher Resource Center (TRC). Ms. Leaming shared over 100 employees have registered for the trainings and thanked Monica Gaytan, Acting Human Resources Technician, for her assistance organizing and coordinating the CPR trainings.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Groundskeeper
2. **RATIFY** job announcement bulletin for Nutrition Services Worker
3. **APPROVE** the certification of Accounting Manager eligibility list 23-0035-0346 established 11/04/2022
4. **APPROVE** the certification of Assistant Director – Fiscal Services eligibility list 23-0034-5136 established 11/04/2022
5. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0049-5288 established 10/24/2022
6. **APPROVE** the certification of Environmental Health and Safety Manager eligibility list 22-0288-0610 established 10/31/2022
7. **APPROVE** the certification of Instructional Aide – Educare eligibility list 23-0043-5205 established 10/26/2022
8. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 23-0044-5206 established 10/26/2022
9. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 23-0036-0755 established 11/04/2022
10. **APPROVE** the certification of Inventory Control Technician eligibility list 23-0053-5126 established 11/03/2022
11. **APPROVE** the certification of Maintenance Laborer (Revised) eligibility list 22-0273-5275 established 10/27/2022
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0105-5068 established 11/03/2022

13. **APPROVE** the certification of Recreation Aide eligibility list 23-0116-5255 established 10/24/2022
14. **APPROVE** the certification of Recreation Aide eligibility list 23-0123-5255 established 10/26/2022
15. **APPROVE** the certification of Recreation Aide eligibility list 23-0124-5255 established 10/31/2022
16. **APPROVE** the certification of Recreation Aide eligibility list 23-0125-5255 established 11/02/2022
17. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0020-5261 established 10/26/2022
18. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0059-5261 established 10/26/2022
19. **APPROVE** the certification of Recreation Leader – WRAP Expanded Learning eligibility list 23-0021-5262 established 10/26/2022
20. **APPROVE** the certification of Senior Accounting Assistant eligibility list 23-0037-0760 established 11/04/2022
21. **APPROVE** the certification of Senior Executive Secretary (C) eligibility list 23-0101-0679 established 11/03/2022
22. **APPROVE** the certification of Senior Office Assistant eligibility list 22-0263-0677 established 10/24/2022
23. **APPROVE** the certification of Translator Interpreter – Bilingual Spanish eligibility list 23-0076-5079 established 10/26/2022

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-2 and approve items 3-23 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

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 15545493

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50978146

New Business Item 2 was moved into closed session.

3. **APPROVE** the Abolishment of a Classification – Attendance Accounting Specialist

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business Item 3.

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

4. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2021-2022

Mr. Kato presented the report to the Commission for their review and consideration. Mr. Kato noted that Education Code requires the Personnel Commission to prepare an Annual Report for the Board of Education. The report informs the Board of Education of the activities of the Personnel Commission during the preceding fiscal year.

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 4.

<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: Revision to the *Rules and Regulations of the Classified Service* (Second Reading)

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve Old 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. **APPROVE** the Appeal of Disqualified Applicant ID 49538325

Old Business Item 2 was moved into closed session.

OTHER ITEMS Commissioner Ulaszewski led a round of applause and thanked staff for the amount of work that has been completed the past year as documented in the Personnel Commission Annual Report. Mr. Ulaszewski highlighted areas of the report that reflect the overwhelming amount of work and time required by staff to attract and hire new classified employees.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 17, 2022 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 9:08 a.m.

OPEN SESSION The Personnel Commission returned to open session at 10:08 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 15545493

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation that Applicant ID 155454932 be removed from the current eligibility list of Nutrition Services Worker. 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		

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50978146

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, to postpone New Business Item 2 until the next Personnel Commission meeting on or before December 15, 2022.

<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 Appeal of Disqualified Applicant ID 49538325

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to dismiss staff's recommendation and allow Applicant ID 49538325 to move forward in the examination process.

<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 at 10:09 a.m.