

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

MINUTES
Regular Meeting

November 16, 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, November 16, 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 Vice-Chairperson, Terence Ulaszewski.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Anne Follett, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; Lord Galayo, CSEA Chapter 2 Communications Officer; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator.

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 Regular Meeting of November 2, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, presented the Commissioners with an "LBUSD Excellence and Equity #ProudtobeLBUSD" magnet that will be given to new classified employees during the onboarding process, as well as a Personnel Commission magnet with a QR code link to the classified employment webpage which will be distributed at job fairs and other events. Ms. Leaming thanked Jesus Rios Jr., Certification Services Manager, for facilitating the recent Personnel Commission quarterly general staff meeting and providing staff an informative overview of Google Forms and Autocrat. Ms. Leaming noted a revised copy of the current agenda was distributed to include New Business Item

4, and informed the Commission that the appellant was notified their item would be on this agenda.

Maria Braunstein, Personnel Analyst, shared that staff recently traveled to Catalina Island to conduct employment testing, and the resulting eligibility lists are on this agenda and will also be placed on upcoming agendas. Ms. Braunstein and Amy Van Fossen, Associate Personnel Analyst, shared they recently attended an informative workshop regarding the use of ChatGPT or Artificial Intelligence in the workplace and as a result of what they learned, they are excited to watch the development of this technology and how it may be used in the workplace. Lastly, Ms. Braunstein presented the Commissioners with the recruitment information packet for Personnel Commissioner applicants and noted the Commissioner recruitment has opened and is being advertised on social media and the District website.

Jesus Rios Jr., Certification Services Manager, reported that at the last Board of Education meeting, 28 classified permanent positions and 38 substitute positions were filled, for a total of 66 appointments into the classified service. Mr. Rios Jr., acknowledged Certification Services staff for their work distributing eligibility lists, onboarding new employees, and assuring assignments are entered online. Mr. Rios Jr., also mentioned that 33 exempt appointments were made at the last Board of Education meeting and entered online by staff.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Cyber Security Manager
2. **RATIFY** job announcement bulletin for Head Start Health and Nutrition Manager
3. **RATIFY** job announcement bulletin for Senior Health Assistant
4. **APPROVE** the certification of Bus Driver (Catalina Island) eligibility list 24-0081-0101 established 11/14/2023
5. **RATIFY** the certification of Child Care Worker eligibility list 23-CCW13-5258 established 04/03/2023
6. **RATIFY** the certification of Child Care Worker eligibility list 23-CCW14-5258 established 04/17/2023
7. **RATIFY** the certification of Child Care Worker eligibility list 23-CCW15-5258 established 05/09/2023
8. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW16-5258 established 06/06/2023
9. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW1-5258 established 07/11/2023
10. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW2-5258 established 07/25/2023
11. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW3-5258 established 08/03/2023

12. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW4-5258 established 09/06/2023
13. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW5-5258 established 10/04/2023
14. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW6-5258 established 11/08/2023
15. **APPROVE** the certification of Cyber Security Manager eligibility list 24-0064-5310 established 11/06/2023
16. **APPROVE** the certification of High School Office Supervisor eligibility list 24-0062-3349 established 11/07/2023
17. **APPROVE** the certification of Information Technology Portfolio Manager eligibility list 24-0091-5305 established 11/06/2023
18. **APPROVE** the certification of Instructional Aide – Expanded Learning (Catalina Island) eligibility list 24-0113-5319 established 11/15/2023
19. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0107-0448 established 11/17/2023
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0125-5068 established 11/14/2023
21. **APPROVE** the certification of Recreation Aide eligibility list 24-0130-5255 established 11/09/2023
22. **APPROVE** the certification of Recreation Aide eligibility list 24-0135-5255 established 11/17/2023
23. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 24-0101-5255 established 11/03/2023
24. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0092-5317 established 11/17/2023
25. **APPROVE** the certification of School Safety Officer eligibility list 24-0067-5014 established 11/08/2023

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 1-3 and 5-7 and approve items 4 and 8-25.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Extension of School Data Technician 23-0104-3360 eligibility list established 12/01/2022

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

2. **APPROVE** the Creation of a New Classification – Instructional Aide – Expanded Learning – BL Spanish

Ms. Leaming informed the Commission that New Business Item 2 has been pulled from the agenda at the request of Employee Relations and CSEA, pending further discussion between the parties.

3. **RESCIND** the Abolishment of a Classification – Air Conditioning and Refrigeration Technician

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		

4. **APPROVE** the Recommendation to Remove from Eligibility List – Applicant ID 36134865

New Business Item 4 was moved into closed session.

OTHER ITEMS

Kellyanna Miller, CSEA Chapter 2 Administrator, was pleased to announce the District has approved the Classified School Employee Summer Assistance Program (CSESAP) for the 2024-2025 school year. Ms. Miller explained that this program will benefit classified employees who work eleven (11) months or less and make less than \$62,400 per year. Ms. Miller noted that most surrounding school districts already participate in the program so it should assist the District with recruitment and job retention efforts.

Susan Leaming, Interim Executive Officer, informed the Commission that the approval of CSESAP will have a direct impact on the operations of the Personnel Commission. Personnel Commission staff, in conjunction with Fiscal Services and other District partners, will be leading the effort to disseminate initial communications regarding the program. Ms. Leaming explained that the Personnel Commission will be hiring an additional Human Resources Technician to be the point person for the CSESAP program moving forward and that a new workstation will be ordered and installed in Certification Services.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 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 8:30 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:49 a.m. with the following reportable actions.

4. **APPROVE** the Recommendation to Remove from Eligibility List – Applicant ID 36134865

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 sustain staff's recommendation to remove the applicant from the current eligibility list. However, the Commission determined that this removal should not be a permanent bar to future consideration for employment and invites the applicant to reapply following completion of their judicially imposed probationary sentence. 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		

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned 8:50 a.m.