

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

MINUTES
Regular Meeting

March 7, 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, March 7, 2024 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, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Ashleigh Fernando, Interim Senior Administrative Secretary; Maria Rojas, Interim Employment Services Supervisor; Andrea Armas, Human Resources Technician; Monica Gaytan, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Eric Larsen, CSEA Site Representative Coordinator; and Terence Ulaszewski, Guest.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 22, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, announced that Virginia Agredano Perez, an Administrative Secretary from the Elementary Office, will be starting on March 12, 2024 as the Personnel Commission's new Senior Administrative Secretary. Ms. Leaming provided an update on the appointment to fill the vacant Commissioner's seat, noting that the State Superintendent of Schools intends to appoint a member to the Personnel Commission by May 15, 2024 or "as soon as feasible thereafter."

Ms. Leaming mentioned the planning for the annual Classified Employee Celebration has begun and the event will take place on May 24, 2024 at the Teacher Resource Center (TRC) from 11:00 AM to 2:00 PM. Ms. Leaming thanked the volunteer members of the

Classified Employee Celebration Committee: Ashleigh Fernando, Human Resources Technician; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Maria Braunstein, Personnel Analyst; D'Yaisha Yarber, Transportation Supervisor; Juan Rivera, Warehouse Supervisor; Starr Black, Administrative Secretary, Nutrition Services; Connie Joyce, Executive Secretary, Elementary School Office; Kelly Tavolara, Executive Secretary, Secondary Schools; David Valdez, Executive Secretary, Middle and K-8 Office; Carmen Avila, Executive Secretary, Financial Services; Erica Bonilla, Assistant Purchasing and Contracts Director; Marivic Rasing-Hokanson, Executive Secretary, Legal Services; and Vanessa Leos Lugo, High School Office Supervisor, Browning High School. Ms. Leaming thanked Chris Itson and Marketing and Media Services for rebranding the Classified Employee Celebration logo.

Lastly, Ms. Leaming explained that staff was working on preparing and distributing preliminary layoff/reduction notification letters for classified staff as a result of the Board of Education actions approved on February 21, 2024 and March 6, 2024. Ms. Leaming noted that many of the affected employees will be transferred into existing vacancies and Displacement Services will be provided to those employees that do not have a placement for next school year.

Elizabeth Morales-Torres, Human Resources Technician, reported that the deadline to sign up for the Classified School Employee Summer Assistance Program (CSESAP) was March 1, 2024 and a total of 818 classified employees signed up which is almost a third of the classified staff in the District. Ms. Morales-Torres mentioned the next steps will be to add those assignments online before the start of school in September and confirm the program payroll deductions are correct.

Amy Van Fossen, Associate Personnel Analyst, reported there are 39 recruitments at various stages in the recruitment process with six testing and 18 accepting applications. Ms. Van Fossen mentioned several recruitments will be opening in preparation of upcoming job fairs.

Andrea Armas, Human Resources Technician, informed the Commission she attended the Goodwill Industries job fair on February 29, 2024 with Judith Alonso, Human Resources Technician. Ms. Armas reported 16 vendors were in attendance and she and Ms. Alonso spoke to approximately 150 prospective applicants at the event. Ms. Armas stated the turnout was good and Goodwill is planning another event in May with an increase in vendors. Ms. Armas reported Recruitment and Testing will also be attending the Harbor Occupational Job Fair on March 21, 2024.

Oralia Leyva, Interim Certification Services Manager, reported that 672 summer school applications have been received to date and the submission deadline is March 22, 2024. Ms. Leyva mentioned on the last Board of Education agenda there were 21 probationary, nine substitute, and 44 exempt appointments made.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Carpenter
2. **RATIFY** job announcement bulletin for Electrician
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator II / Driver

5. **RATIFY** job announcement bulletin for HVAC Technician
6. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
7. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician
8. **RATIFY** job announcement bulletin for School Safety Officer
9. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
10. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician
11. **RATIFY** job announcement bulletin for Staff Secretary
12. **RATIFY** job announcement bulletin for Staff Secretary – Bilingual Spanish
13. **APPROVE** the certification of Assistant Public Information Director eligibility list 24-0165-5266 established 03/08/2024
14. **APPROVE** the certification of Child Nutrition Specialist eligibility list 24-0170-3322 established 03/01/2024
15. **APPROVE** the certification of Custodian eligibility list 24-0184-0139 established 03/08/2024
16. **APPROVE** the certification of Electronics Technician eligibility list 24-0177-0110 established 03/05/2024
17. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0185-5068 established 03/01/2024
18. **APPROVE** the certification of Recreation Aide eligibility list 24-0196-5255 established 03/05/2024
19. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0198-5317 established 03/06/2024
20. **APPROVE** the certification of Senior Accounting Assistant eligibility list 24-0174-0760 established 02/27/2024
21. **APPROVE** the certification of Stage Technician eligibility list 24-0175-0379 established 02/27/2024
22. **APPROVE** the certification of Truck Driver eligibility list 24-0123-0392 established 02/22/2024

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-12 and approve items 13-22.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the Revision of a Classification – Energy Conservation Manager

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business Item 1.

OTHER ITEMS Commissioner Vaughan stated she attended the California School Personnel Commissioners Association (CSPCA) annual conference last week in Monterey, CA and mentioned some of the best hiring practices from other school districts that were discussed during the conference.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 21, 2024 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 8:33 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:49 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:49 a.m.