

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

MINUTES
Regular Meeting

March 21, 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 21, 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; Lisa Gardner, Administrative Coordinator, Personnel Commission (retired); Maria Braustein, Personnel Analyst; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Maria Rojas, Interim Employment Services Supervisor; Ashleigh Fernando, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Trinita Renfroe, CSEA Chapter 2 Chief Job Steward; 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 March 7, 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, welcomed Virginia Agredano Perez, as the new Senior Administrative Secretary for the Personnel Commission. Ms. Agredano Perez introduced herself and shared her enthusiasm for joining the Personnel Commission team. Ms. Leaming then introduced Lisa Gardner, Administrative Coordinator, Personnel Commission (retired), and noted that Ms. Gardner will be assisting with classification items and other special projects. Ms. Gardner provided the Commission an overview of her career as an administrator in public sector human resources including serving as a Personnel Commissioner for the Los Alamitos Unified School District.

Ms. Leaming thanked Christopher Itson, Assistant Director, Marketing and Media Services and his team for creating a “visual identity packet” for the Personnel Commission which includes a variety of logos and the large stand-up banners currently on display in the Commission meeting room. The banners will be used at job fairs and other events.

Ms. Leaming noted that an air conditioning unit was recently installed in room 15 so this room will now be available year-round to hold employment examinations, interviews, and meetings. Ms. Leaming thanked David Van Westerhuyzen, Maintenance Director, and the HVAC staff for turning the request for service around so quickly.

Ms. Leaming wished Commissioner Vaughan a very happy birthday. Lastly, Ms. Leaming noted a typographical correction to Consent Agenda Item 16.

Lydia Smith, Associate Personnel Analyst, reported there are 40 recruitments at various stages in the recruitment process with ten (10) testing and 22 accepting applications. Ms. Smith noted that she recently attended the California State University, Long Beach, Graduate Business Career Services (GBCS) Employer Networking Night for MBA and other graduate students. Ms. Smith mentioned many students she met during the event were interested in the upcoming job fair and several had already applied with LBUSD.

Ms. Smith mentioned that later today Judith Alonso and Andrea Armas, Human Resources Technicians, will be attending the Harbor Occupational Center Connect LA-Job Fair in San Pedro, and Amy Van Vossen, Associate Personnel Analyst, and Veronica Bustamante, Human Resources Assistant, will be attending the Educational Partnership High School (EPHS) College and Career day.

Ms. Smith thanked Personnel Commission staff for participating in Lakewood High School’s mock interviews last week with juniors and seniors in the Health Occupations and Sports Medicine (HOSM) pathway. Ms. Smith reported that a site administrator thanked the Personnel Commission staff for helping to make the event happen.

Ms. Smith also mentioned that staff would be assisting at the Long Beach School for Adults Building Maintenance Custodial class that is finishing up this week. Lastly, Ms. Smith distributed attendee and vendor flyers for the upcoming job fair at the Long Beach School for Adults on April 5, 2024. Ms. Smith discussed where the flyers were being distributed and ongoing advertisement efforts with partner agencies.

Vanessa Ortiz, Human Resources Technician, discussed her experience participating in the Lakewood High School mock interviews. Ms. Ortiz mentioned she was paired with Dennis Buchanan, City of Long Beach Fire Chief, and spoke about some of the amazing students they interviewed. Ms. Ortiz stated it was a pleasure to attend the event and she was excited to be a part of it.

Oralia Leyva, Interim Certification Services Manager, mentioned on the last Board of Education agenda there were 31 probationary, 11 substitute, and 24 exempt appointments made. Ms. Leyva reported that 811 summer school applications have been received to date and the submission deadline is March 22, 2024.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant
2. **RATIFY** job announcement bulletin for Carpenter (Extended)

3. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
4. **RATIFY** job announcement bulletin for Custodian
5. **RATIFY** job announcement bulletin for Electrician (Extended)
6. **RATIFY** job announcement bulletin for HVAC Technician (Extended)
7. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW11-5258 established 02/23/2024
8. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0166-0448 established 03/13/2024
9. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 24-0181-5064 established 03/11/2024
10. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 24-0182-5065 established 03/11/2024
11. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 24-0183-5066 established 03/11/2024
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0193-5068 established 03/11/2024
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0197-5068 established 03/11/2024
14. **APPROVE** the certification of Recreation Aide eligibility list 24-0199-5255 established 03/13/2024
15. **APPROVE** the certification of Translator-Interpreter – BL Khmer eligibility list 24-0186-5295 established 03/15/2024
16. **APPROVE** the certification of Translator-Interpreter – BL Khmer eligibility list 22-0190-5295 established 03/15/2024

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 1-6 and approve items 7-16 with the typographical correction to Item 16.

<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 Creation of a New Classification – Senior Associate General Counsel – Human Resources

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

2. **APPROVE** the Creation of a New Classification – Business Engagement, Partnerships and Programs Manager and Abolishment of Classifications – Administrator, K-16 Collaborations & District Programs and Administrator, K-16 Collaborations & External Programs

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 2.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 04, 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 8:38 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:14 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:14 a.m.