

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

MINUTES
Regular Meeting

November 14, 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, November 14, 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
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

Susan Leaming, Interim Executive Officer; Maria Lynn Alvarez, Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Oralía Leyva, Certification Services Manager; Mari Rojas, Interim Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Trinita Renfroe, CSEA Chapter 2 Chief Job Steward; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; Viola Mae Bledsoe, CSEA Chapter 2 Job Steward (retired).

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 October 31, 2024.

<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

Susan Leaming, Interim Executive Officer, thanked Veronica Bustamante, Human Resources Assistant, for her assistance today during the Commission meeting. Ms. Leaming wished Sheryl Bender, Personnel Commissioner, a very happy birthday.

Ms. Leaming gave the Commissioners a status update on the recruitments in progress for the Personnel Commission including the two Employment Services Supervisor positions, Associate Personnel Analyst, and Executive Officer, Personnel Commission and Classified Employment.

Amy Van Fossen, Associate Personnel Analyst, reported there are 69 recruitments at various stages in the recruitment process and 22 of those are accepting applications. Ms. Van Fossen mentioned staff attended a College and Career fair at Educational Partnership High School (EPHS) and Maria Lynn Alvarez, Personnel Analyst, presented to students at Reid High School. Ms. Van Fossen also shared recent positive feedback the team received from an outside rater regarding the quality of the applicant pool and the overall interview process at the Commission offices.

Oralia Leyva, Certification Services Manager shared that a total of 45 probationary employees and 30 substitute appointments were presented for approval at the Board of Education Meeting on November 6th. These employees work in a variety of classifications, including Child Care Worker, Instructional Aide - Expanded Learning, Nutrition Services Worker and Recreation Aide. In addition, 75 new exempt employees were approved including Student Tutors, Cafeteria Student Workers and walk-on coaches.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Business Services Analyst
2. **RATIFY** job announcement bulletin for Employment Services Supervisor
3. **RATIFY** job announcement bulletin for Executive Officer, Personnel Commission and Classified Employment *Extended
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant / Intermediate Office Assistant - BL Spanish
5. **RATIFY** job announcement bulletin for Pool Lifeguard
6. **RATIFY** job announcement bulletin for Senior ASB Financial Technician
7. **APPROVE** the certification of Behavior Intervention Assistant eligibility list 25-0073-5216 established 10/29/2024
8. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0095-5319 established 10/25/2024
9. **APPROVE** the certification of Maintenance Manager eligibility list 25-0054-0567 established 11/5/2024
10. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0079-5068 established 11/5/2024
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0072-5068 established 10/28/2024
12. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0057-5327 established 10/28/2024
13. **APPROVE** the certification of Recreation Aide eligibility list 25-0096-5255 established 11/5/2024
14. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0097-5317 established 11/4/2024

15. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 25-0010-5255 established 11/5/2024
16. **APPROVE** the certification of School Safety Officer eligibility list 25-0058-5014 established 10/30/2024
17. **APPROVE** the certification of Senior Health Assistant eligibility list 25-0077-5174 established 10/30/2024

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-17.

<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

None

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 9128776
2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 14845761

New Business Items 1 and 2 were moved into closed session.

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 12, 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 8:22 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:31 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 9128776

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to allow the Applicant to remain on the current 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.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 14845761

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation to remove Applicant 14845761 from the current eligibility list with the notation the applicant may reapply in six (6) months.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:32 a.m.