

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

MINUTES
Regular Meeting

December 12, 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, December 12, 2024 at 8:15 a.m. she participated from a remote location, at the Hyatt at Northstar Lodge, 970 Northstar Drive, Truckee, CA 96161 the rest of the commission and public attended 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; Oralia Leyva, Certification Services Manager; Virginia Agredano Perez, Senior Administrative Secretary; Mari Rojas, Interim Employment Services Supervisor; Judith Alonso, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Margarita Paiz, Human Resources Technician

GUESTS PRESENT

Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; Tai Felder, CSEA Chapter 2 Vice President; Dallas Eberle, CSEA Chapter 2 Labor Relations Representative; Justo Ruiz, CSEA Chapter 2 Negotiator

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 November 14, 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

Eric Larsen, CSEA Chapter 2 Site Representative Coordinator addressed the Commission and informed them about

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, informed the Commission that on August 11, 2023, there were 727 approved and funded classified vacancies and as of December 12, 2024, the number of vacancies has decreased to 547. Ms. Leaming thanked staff for the efforts to fill vacancies and shared that this number is expected to continue to decrease by filling

vacancies and working with the Office of School Support Services to abolish vacant positions no longer needed.

Ms. Leaming shared a positive encounter she had with a newly-onboarded Recreation Aide who was excited to be joining the District and was so happy to receive District “swag” items during the onboarding process. Ms. Leaming mentioned how uplifting it was to see the joy on her face as she looked into her onboarding bag at the various items.

Lastly, Ms. Leaming acknowledged the retirement of Eric Larson, Sign Maker, thanking Mr. Larson for his support of the Personnel Commission throughout the years and his years of service with the District. Terence Ulaszewski, Commissioner, expressed appreciation for Mr. Larson’s collaborative efforts, particularly his work bridging District and union needs, and commended his commitment to students and employees.

Amy Van Fossen, Associate Personnel Analyst, reported there are currently 66 active recruitments, with 12 in the testing phase and 14 accepting applications. Ms. Van Fossen noted that the last week was very busy with testing activities for a variety of positions and large-scale testing for 121 custodial candidates. Ms. Van Fossen thanked the team members for demonstrating exceptional coordination and professionalism throughout the week and made special mention of Veronica Bustamante, Human Resources Assistant, for her innovative idea of setting up a cart at the main gate to assure a smooth and efficient check-in process for candidates.

Oralia Leyva, Certification Services Manager, reported that on the last two Board of Education meeting agendas, there were 54 probationary, 41 substitute, and 82 coaching, student tutor, and workability student appointments made. Ms. Leyva noted the probationary appointments were made in a variety of classifications including Accounting Technician, Internal Investigator, Nutrition Service Workers, Child Care Worker, and Recreation Aide. Ms. Leyva also informed the Commission that on Monday, December 16, Operation Branch representatives from eight (8) sites will be conducting Custodian group interviews at the Personnel Commission to fill 12 current vacancies. Ms. Leyva thanked staff for their efforts to schedule the candidates for the interviews. Lastly, Ms. Leyva reported that the Expanded Learning Opportunities Program office was hosting a hiring event today, with same-day onboarding activities being conducted by Personnel Commission staff.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Personnel Analyst
2. **RATIFY** job announcement bulletin for Associate Personnel Analyst – Recruitment Extended
3. **RATIFY** job announcement bulletin for Instructional Aide - Art
4. **RATIFY** job announcement bulletin for Instructional Aide - Special
5. **RATIFY** job announcement bulletin for Return to Work Specialist (C)
6. **RATIFY** job announcement bulletin for Senior Associate General Counsel - Human Resources
7. **RATIFY** job announcement bulletin for Site Specialist - Center of Black Student Excellence

8. **APPROVE** the certification of Assistant Business Services Director eligibility list 25-0081-5264 established 12/5/2024
9. **APPROVE** the certification of Assistant Director of School Safety eligibility list 25-0108-5336 established 12/2/2024
10. **APPROVE** the certification of Building Maintenance Worker eligibility list 25-0055-0625 established 11/21/2024
11. **APPROVE** the certification of Building Maintenance Worker/ Driver eligibility list 25-0056-0880 established 11/21/2024
12. **APPROVE** the certification of Bus Driver (Catalina Island) eligibility list 25-0012-0101 established 12/3/2024
13. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW10-5258 established 11/7/2024
14. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 25-0094-0139 established 11/27/2024
15. **APPROVE** the certification of Executive Director, Fiscal Services eligibility list 25-0070-5135 established 11/19/2024
16. **APPROVE** the certification of Food Production Utility Worker eligibility list 25-0076-0477 established 11/19/2024
17. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0103-5319 established 12/6/2024
18. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0075-0448 established 11/26/2024
19. **APPROVE** the certification of Instructional Aide - Special *Revised eligibility list 25-0052-0448 established 10/28/2024
20. **APPROVE** the certification of Recreation Aide eligibility list 25-0099-5255 established 11/26/2024
21. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0100-5317 established 12/3/2024
22. **APPROVE** the certification of Van Driver (Catalina Island) eligibility list 24-0254-5280 established 12/11/2024
23. **APPROVE** the certification of Van Driver (Catalina Island) eligibility list 25-0122-5280 established 12/11/2024

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call vote of those present to ratify items 1-7 and approve items 8-23.

<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 Creation of Classifications – School Safety Administrative Operations Manager and School Safety Field Operations Manager and Abolishment of a Classification – School Safety Operations Manager

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call 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		
Linda Vaughan	X		

2. **APPROVE** the Reallocation of Assistant Director Classifications

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous roll-call vote of those present to approve New Business Item 2.

<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 Reclassification of an Employee and Abolishment of a Classification

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call 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. **APPROVE** the Revision of a Classification – Employment Services Supervisor

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call 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		

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 20994309
6. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 59610506

New Business Items 5 and 6 were moved into closed session.

OTHER ITEMS

None

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 9, 2025 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 8:42 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:44 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 20994309

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call vote of those present to sustain staff's recommendation to remove Applicant 20994309 from the current eligibility list with the notation the applicant may reapply in six (6) months.

<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 59610506

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call vote of those present to sustain staff's recommendation to remove Applicant 59610506 from the current eligibility list with the notation that the applicant may submit any documentation not previously reviewed by the Commission for reconsideration and applicant may reapply in six (6) months.

<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 9:45 a.m.