

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

MINUTES
Regular Meeting

January 9, 2025

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, January 9, 2025 at 8:22 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 Braunstein, Personnel Analyst; Oralia Leyva, Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Mari Rojas, Interim Employment Services Supervisor; Andrea Armas, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Tai Felder, CSEA Chapter 2 1st Vice President.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 12, 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, wished everyone a happy new year. Ms. Leaming shared an internal email explaining that Long Beach Unified schools remained open today, with air quality being closely monitored in collaboration with the Long Beach Health Department. In addition, schools were advised to limit outdoor activities, especially for individuals with health concerns.

Ms. Leaming reported that effective January 1, 2025, California's minimum wage increased from \$16.00 to \$16.50 per hour and the updated salary schedules are posted on the Personnel Commission web site.

Ms. Leaming also notated a correction to Consent Agenda #16, adding the “Confidential” designation to the title of Return to Work Specialist.

Maria Lynn Alvarez, Personnel Analyst, thanked the Personnel Commission team for their dedication and efforts to enhance the District’s recruitment initiatives. Ms. Alvarez commended their active engagement at job fairs and community events, promoting job openings and fostering positive relationships.

Ms. Alvarez shared recruitment metrics, noting that from July 1 to December 31, 2024, the Commission received 5,200 employment applications, consistent with last year’s total of 10,900. In addition, as of January 2, 2025, the Commission had initiated its 147th recruitment for the fiscal year. In fiscal year 2023-2024, 272 eligibility lists were established, demonstrating the volume of work is on track with what was accomplished last year.

Oralia Leyva, Certification Services Manager, reported that at the December 18, 2024, Board of Education meeting, 31 probationary appointments were approved for classifications such as Assistant Public Information Director, Child Care Worker, Recreation Aide, Internal Investigator, and Staff Secretary. Nineteen substitute appointments were also approved for a variety of positions including Accountants, Campus Staff Assistants, Job Developers, and Recreation Aides. Additionally, 42 new exempt assignments were approved for Cafeteria Student Assistants, Workability Students, and Coaches.

Ms. Leyva shared that on December 16, 2024, Custodian group interviews held at the Personnel Commission successfully filled 11 of 12 vacancies. Ms. Leyva extended her gratitude to the Operations Department, school site representatives, and Personnel Commission team members, Margarita Paiz, Joanna Guzman, Mari Rojas, and Virginia Agredano Perez, for their contributions to the successful event.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Purchasing and Contracts Director
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide
3. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish
4. **RATIFY** job announcement bulletin for Nutrition Services Assistant Director
5. **RATIFY** job announcement bulletin for Senior Associate General Counsel - Human Resources *Recruitment Extended
6. **RATIFY** job announcement bulletin for Translator/Interpreter - Bilingual Spanish
7. **APPROVE** the certification of Bussiness Development & Marketing Specialist eligibility list 25-0088-5232 established 12/18/2024
8. **APPROVE** the certification of District Security Officer eligibility list 25-0083-5202 established 12/31/2024
9. **APPROVE** the certification of Glazier eligibility list 25-0107-0111 established 12/17/2024
10. **APPROVE** the certification of Grounds Crew Supervisor eligibility list 25-0109-0605 established 12/19/2024

11. **APPROVE** the certification of Human Resources Assistant eligibility list 25-0085-3350 established 12/17/2024
12. **APPROVE** the certification of Human Resources Assistant eligibility list 25-0086-3352 established 12/17/2024
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0092-5068 established 11/16/2024
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0113-5068 established 11/26/2024
15. **APPROVE** the certification of Recreation Aide eligibility list 25-0101-5255 established 12/26/2024
16. **APPROVE** the certification of Return to Work Specialist (C) eligibility list 25-0128-5096 established 1/3/2025
17. **APPROVE** the certification of Water/Boiler Treatment Specialist eligibility list 25-0087-3299 established 12/26/2024

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 with the noted correction to Item #16.

<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

APPROVE the Abolishment of a Classification – Expanded Learning Assistant Manager

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and following discussion, 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		
Linda Vaughan	X		

OTHER ITEMS

Chairperson Bender announced her reappointment to the Commission for another three-year term and expressed her gratitude to staff for persevering through challenges and recognized them for a job well done. Commissioner Bender presented staff members with a personalized travel mug with the new Commission logo. Commissioner Vaughan spoke about the hard work staff has been putting in, going above and beyond, and that the District appreciates the work staff is accomplishing. Commissioner Ulaszewski mentioned he has noticed a sense of rejuvenation amongst staff this past year and noted how well they work together. Commissioner Ulaszewski discussed how the District understands the challenges facing the Commission in regards to recruitment and the changing job market, and noted the

individuals hired today, will hopefully be working for the District for the next 30 years, taking care of our children and grand-children.

Ms. Leaming acknowledged the recent passing of staff member Veronica Bustamante's mother, and requested the Commission adjourn today's meeting in her memory.

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 23, 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 8:39 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:03 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Reynalda Flores de Avalos at 9:04 a.m.