

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

MINUTES
Regular Meeting

January 23, 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 23, 2025 at 8:18 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; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dallas Eberle, CSEA Chapter 2 Labor Relations Representative; Tai Felder, CSEA Chapter 2 1st Vice President; Viola Mae Bledsoe, Instructional Aide - Special (Retired); and Ramona Burton, Campus Staff Assistant.

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 January 9, 2025.

<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

Ramona Burton, Campus Staff Assistant at Sato High School, addressed the Commission regarding concerns about her work calendar and related payroll issues. The Commission listened to her concerns and Chairperson Bender stated that the Commission would ask the Interim Executive Officer to look into the concerns Ms. Burton raised. Chairperson Bender informed Ms. Burton to expect a written response from the Commission within ten working days.

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, announced the refresh of the EVERFI Financial System, a collaborative initiative between the District, LBS Financial Credit Union, and

Schools First Federal Credit Union. The system provides free online interactive courses for District employees, covering essential financial topics such as emergency savings, retirement planning, and financial caregiving. Ms. Leaming noted that all employees received an email with instructions on how to access the system.

Amy Van Fossen, Associate Personnel Analyst, reported that there are currently 61 active recruitments in various stages, including 16 in the testing and scoring phase. Ms. Van Fossen highlighted two upcoming community engagement events, the Lakewood High School Career Fair, and the Family Leadership Institute sponsored by the Equity, Engagement, and Partnerships (EEP) Office. At these events, the Personnel Commission team will give presentations, assist with applications, and provide information regarding classified employment opportunities. Ms. Van Fossen recognized Maria Lynn Alvarez, Personnel Analyst, for engaging with parents at prior events, including the Latino Heritage Celebration, which led to this new opportunity through the EEP Office.

Oralia Leyva, Certification Services Manager, reported that at the January 15th Board of Education meeting, 22 probationary appointments were approved in a variety of classifications including Assistant Director of Business Services, Assistant Director of School Safety, Recreation Aide, Pool Lifeguard, and Stage Technician. Eleven substitute appointments were also made in a variety of classifications including Child Care Worker, Nutrition Services Worker, and Recreation Aide. Thirty-six exempt assignments were processed in a variety of classifications including Cafeteria Student Assistant, Student Tutor, Workability Student, and Walk-On Coach. Ms. Leyva also announced the opening of the summer school application process on January 27, 2025 and noted that flyers, user guides, and brochures have been distributed to school sites. Ms. Leyva highlighted the updated summer school brochure, redesigned with new colors and branding, and noted that computer lab assistance will be available on January 31 and every Monday and Friday thereafter to support applicants.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian (Catalina Island)
2. **RATIFY** job announcement bulletin for Information Security Officer
3. **RATIFY** job announcement bulletin for Instructional Aide - Special
4. **RATIFY** job announcement bulletin for Nutrition Services Worker
5. **APPROVE** the certification of Business Services Analyst eligibility list 25-0123-5268 established 1/16/2025
6. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW11-5258 established 11/21/2024
7. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW12-5258 established 12/5/2024
8. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW13-5258 established 12/19/2024
9. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW14-5258 established 1/9/2025

10. **APPROVE** the certification of Custodian eligibility list 25-0098-0139 established 1/14/2025
11. **APPROVE** the certification of Instructional Aide - Art eligibility list 25-0129-5311 established 1/22/2025
12. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0127-5319 established 1/13/2025
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0090-0448 established 1/21/2025
14. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0126-0448 established 1/21/2025
15. **APPROVE** the certification of Plant Supervisor II eligibility list 25-0117-5027 established 1/13/2025
16. **APPROVE** the certification of Senior Accounting Assistant eligibility list 25-0120-0760 established 1/14/2025
17. **APPROVE** the certification of Senior Office Assistant eligibility list 25-0080-0677 established 1/24/2025

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 1-4 and approve items 5-17.

<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 Reestablishment and Revision of a Class Specification: Emergency Preparedness Program Supervisor and Abolishment of a Classification: Emergency Preparedness Program Manager

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, 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		

2. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2023-2024

Ms. Learning presented the report to the Commission for their review and consideration. Ms. Learning noted that Education Code requires the Personnel Commission to prepare an

Annual Report for the Board of Education. The report informs the Board of Education of the activities of the Personnel Commission during the preceding fiscal year.

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

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

3. APPROVE the Request for Hearing in a Disciplinary Matter Employee E00541054

New Business Item 3 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 6, 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 8:53 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:06 a.m. with the following reportable action:

1. APPROVE the Request for Hearing in a Disciplinary Matter Employee E00541054

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 3, and grant a hearing in a disciplinary matter regarding Employee E00541054.

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

ADJOURNMENT

Ms. Leaming notified the Commission of the recent passing of Meleselisa "Lila" Brown, Human Resources Technician. Ms. Brown worked closely with Personnel Commission staff in her role as a Human Resources Technician at Nutrition Services.

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Meleselisa "Lila" Brown, Human Resources Technician, at 9:07 a.m.