

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

MINUTES
Regular Meeting

March 6, 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, March 6, 2025 at 8:17 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

Absent: Linda Vaughan

STAFF MEMBERS
PRESENT

Susan Leaming, Interim Executive Officer; Maria Lynn Alvarez, Personnel Analyst; Oralía Leyva, Certification Services Manager; Virginia Agredano Perez, Senior Administrative Secretary; Mari Rojas, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Monica Gaytan, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dr. Jill Baker, Superintendent of Schools; Dallas Eberle, CSEA Chapter 2 Labor Relations Representative; Tai Felder, CSEA Chapter 2 1st Vice President; Martin Maldonado, Plant Supervisor I; and Viola Mae Bledsoe, Instructional Aide - Special (retired).

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 20, 2025.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, reported that on February 21st, two CPR/First Aid classes were held at the Teacher Resource Center (TRC) and a total of 56 classified employees were certified. Ms. Leaming recognized Veronica Bustamante, Human Resources Assistant, for her efforts to coordinate and organize the trainings.

Ms. Leaming shared that Personnel Commission managers have again been invited to participate in the District's Quality Core Visits (QCV) which are an element of the District's

strategic plan. These visits provide an opportunity to assess the impact of centralized systematic support at school sites through direct observation, and classified staff bring a different lens onto the campuses and into classrooms.

Additionally, Ms. Leaming informed the Commission that at the March 5, 2025 Board of Education meeting, action was taken to abolish eight classified positions. Of these positions, two were supervisory, one was management, and five were CSEA represented positions. Ms. Leaming acknowledged Oralia Leyva, Certification Services Manager, and Dale Culton, Certification Services Manager (retired), for their work preparing seniority lists and identifying displacement “bumping” options for affected employees. Ms. Leaming explained that Ms. Leyva and Mr. Culton are working on the next steps in the process which include personally contacting affected employees and providing written notices within the statutory timelines. Ms. Leaming thanked Dr. Kelly An, Assistant Superintendent, Human Resource Services, Yumi Takahashi, Chief Business and Financial Officer, and Jeff Riel, General Counsel, for their collaboration throughout this process to minimize disruption for employees and sites.

Maria Lynn Alvarez, Personnel Analyst, reported there are currently 62 active recruitments at various stages in the recruitment process including 23 accepting applications and 13 pending.

Ms. Alvarez announced an Open House focusing on high-need positions such as Recreation Aide and Instructional Aide will be held on March 18th, from 9:00 a.m. to 3:00 p.m. at the Personnel Commission. Ms. Alvarez explained that like previous events, candidates will be able to apply and test, and the possibility of also conducting interviews, similar to Child Development Centers (CDC) events, is being explored.

Oralia Leyva, Certification Services Manager, announced that Mari Rojas has accepted the position of Employment Services Supervisor, and expressed appreciation for the work Ms. Rojas has done as the Interim Employment Services Supervisor. Ms. Leyva noted that the second newly-appointed Employment Services Supervisor will be introduced at the next Commission meeting.

Ms. Leyva shared that a total of 14 probationary employees, five substitute appointments, 22 exempt appointments, and several returning coaching appointments were approved by the Board of Education at their meeting on March 5, 2025.

Ms. Leyva also reported that 654 summer school employment applications have been received to date and the application period closes on March 21, 2025. Ms. Leyva thanked staff for providing assistance to applicants throughout the process.

1. **RATIFY** job announcement bulletin for Head Start Instructional Aide
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish
3. **RATIFY** job announcement bulletin for Information Security Officer
4. **RATIFY** job announcement bulletin for Mobile Device Specialist
5. **RATIFY** job announcement bulletin for Nutrition Services Assistant Director
6. **RATIFY** job announcement bulletin for School Safety Administrative Operations Manager

7. **APPROVE** the certification of Assistant Purchasing and Contracts Director eligibility list 25-0139-0777 established 2/28/2025
8. **APPROVE** the certification of Associate Personnel Analyst eligibility list 25-0130-3270 established 3/3/2025
9. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW16-5258 established 2/06/2025
10. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW17-5258 established 2/20/2025
11. **APPROVE** the certification of Head Start Instructional Aide eligibility list 25-0143-0657 established 3/5/2025
12. **APPROVE** the certification of Head Start Instructional Aide - Bilingual Spanish eligibility list 25-0140-5235 established 3/5/2025
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0145-0448 established 3/4/2025
14. **APPROVE** the certification of Instructional Aide - Special (Catalina Island) eligibility list 25-0091-0448 established 3/4/2025
15. **APPROVE** the certification of Nutrition Services Assistant Director eligibility list 25-0138-5059 established 3/4/2025
16. **APPROVE** the certification of Office Assistant - BL Spanish eligibility list 25-0104-5158 established 3/4/2025
17. **APPROVE** the certification of Plant Supervisor I eligibility list 25-0116-5026 established 2/28/2025
18. **APPROVE** the certification of Recreation Aide eligibility list 25-0155-5255 established 2/28/2025

Ms. Learning noted a typographical correction to Consent Agenda Item #7, the list expiration date should be 2025 instead of 2026. A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-18 with the noted correction to Item #7.

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

OLD BUSINESS	None
NEW BUSINESS	None
OTHER ITEMS	None

NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 20, 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 8:25 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:04 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:05 a.m.