

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

MINUTES
Regular Meeting

March 20, 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 20, 2025 at 8:27 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; Virginia Agredano Perez, Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; 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; Silaue Taeleifi, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dallas Eberle, CSEA Chapter 2 Labor Relations Representative.

MINUTES OF SPECIAL
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 Special Meeting of March 4, 2025.

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

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 March 6, 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

None

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, opened her report by extending happy birthday wishes to Commissioner Linda Vaughan. Ms. Leaming invited Commissioners Vaughan and Bender to share their experience at the California School Personnel Commissioners Association Conference, to which Ms. Vaughan responded that it was an excellent experience and she wished she could have attended all the workshops. Ms. Bender added that she attended several useful sessions, "Creating and Fostering Culture Among the Team" and "Fitness for Duty, It's a Tool Not a Weapon". Commissioner Vaughan also mentioned that they both attended sessions regarding artificial intelligence and found the information shared to be valuable.

Maria Lynn Alvarez, Personnel Analyst, provided an update on ongoing recruitments, reporting that 65 recruitments are at various stages in the recruitment process. Ms. Alvarez informed the Commission that an "Open House" was held this week at the Personnel Commission offices with a focus of providing employment application support for Instructional Aide and Recreation Aide candidates. A total of 73 candidates attended the event and 43 applications were submitted. Ms. Alvarez explained that given the high demand for Instructional Aides and Recreation Aides, staff is planning to hold the event on a monthly basis.

Additionally, Ms. Alvarez informed the Commission that she and Amy Von Fossen, Associate Personnel Analyst, met with Employee Relations and CSEA representatives to discuss professional development opportunities and will be holding collaborative workshops throughout the District to educate unit members on the employment application process.

Oralia Leyva, Certification Services Manager, introduced Joanna Guzman as the new Employment Services Supervisor and welcomed her to the Certification and Employment Services unit. Ms. Guzman expressed her enthusiasm about stepping into the role.

Ms. Leyva informed the Commission that a total of 11 probationary, 17 substitute, and 21 exempt employee appointments were approved by the Board of Education at their meeting on March 5, 2025. Ms. Leyva also noted that the summer school employment application period will close on Friday, March 21, and 779 applications have been submitted to date.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Asphalt Worker
2. **RATIFY** job announcement bulletin for Associate Producer
3. **RATIFY** job announcement bulletin for Digital Media Specialist
4. **RATIFY** job announcement bulletin for Instructional Aide - Special
5. **RATIFY** job announcement bulletin for Nutrition Services Manager
6. **APPROVE** the certification of Computer Support Technician eligibility list 25-0112-5108 established 3/10/2025
7. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0144-5319 established 3/18/2025
8. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0151-0448 established 3/19/2025

9. **APPROVE** the certification of Intermediate Office Assistant eligibility list 25-0118-0673 established 3/10/2025
10. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0148-5068 established 3/18/2025
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0152-5068 established 3/18/2025
12. **APPROVE** the certification of Recreation Aide eligibility list 25-0167-5255 established 3/14/2025
13. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0156-5317 established 3/14/2025
14. **APPROVE** the certification of Student Evaluation Technician - Bilingual Spanish *Revised eligibility list 25-0089-0483 established 3/4/2025

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 1-5 and approve items 6-14.

<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 a Classification: Lead Campus Staff Assistant and Abolishment of Classifications: Manager- Campus Staff Assistant Program and Campus Staff Assistant Supervisor

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. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 54964405
3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 59177524

New Business Items 2 and 3 were moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 3, 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 8:40 a.m.

OPEN SESSION

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

1.
- APPROVE** the Public Employee Appointment/Employment – To consider the appointment and employment of the Executive Officer, Personnel Commission and Classified Employment

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call vote of those present to extend an offer of employment to a candidate for the Executive Officer of Personnel Commission and Classified Employment.

<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 54964405

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 54964405 from current eligibility lists 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		

3.
- APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 59177524

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 sustain staff's recommendation to remove Applicant 59177524 from current eligibility lists and noted the applicant will not be eligible for future employment with the Long Beach Unified School District unless appropriate documentation is provided.

<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 9:46 a.m.