

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

MINUTES
Regular Meeting

April 3, 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 8:15 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; Oralia Leyva, Certification Services Manager; Andrea Armas, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; Mari Rojas, Employment Services Supervisor; Monica Gaytan, Human Resources Technician; and Margarita Paiz, Human Resources Technician.

GUESTS PRESENT

Tai Felder, CSEA Chapter 2 1st Vice President.

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, introduced Andrea Armas as the new Associate Personnel Analyst and welcomed her on her first official day in the role. Ms. Leaming noted that the Commission now has three Human Resources Technician vacancies due to recent promotions and a new recruitment is in progress.

Ms. Leaming shared she attended a Quality Core Visit (QCV) at Browning High School and described the visit as insightful, highlighting unique programs such as the school's culinary arts pathway. Ms. Leaming mentioned she had a collaborative conversation with the school's Pathway Coordinator, discussing ways to encourage pathway students to apply for District positions following high school.

Ms. Leaming reported that planning continues for the upcoming Classified Employee Celebration, scheduled for May 23, 2025 at the Teacher Resource Center. Ms. Leaming noted that donation requests have been sent to certificated and classified managers, donation letters will soon be sent to local businesses, and an informational flyer will also be sent out District-wide.

Andrea Armas, Associate Personnel Analyst, reported that 68 recruitments are in progress, with 16 accepting applications and 25 in testing or screening phases. Ms. Armas shared that

she and Judy Alonso, Human Resources Technician, attended the “Passport to Your Career” job fair hosted by Compton College on March 26 which featured over 60 vendors and was well-attended by local agencies including Los Angeles Unified School District, Compton Unified School District, Port of Long Beach, and City of Long Beach. Ms. Armas reported that they engaged with approximately 120 individuals, distributed over 150 flyers, and connected with outside agencies which provide external raters for our oral panel examinations. The event also provided them the opportunity to meet Compton College President Dr. Keith Curry and City of Compton Mayor Emma Sharif, who delivered the keynote address.

Mari Rojas, Employment Services Supervisor, reported that Commission staff participated in a recruitment event hosted by the Child Development Centers (CDC) and explained that based on feedback from prior events, the hiring process was streamlined through adjustments to the processing stations and the addition of a second interview room.

Joanna Guzman, Employment Services Supervisor, reported that the adjustments implemented during the CDC job fair helped to assure an efficient process for candidates and staff including a “passport” navigation tool, which guided candidates through each step of the hiring process. Ms. Guzman thanked staff for making themselves available for the after-hours event and expressed appreciation to the custodial team, specifically acknowledging Peter Kim, Custodian, for responding quickly to their needs. Ms. Guzman also thanked the CDC department for their continuing collaborative partnership.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant
2. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
3. **RATIFY** job announcement bulletin for Executive Director, Facilities Development and Planning
4. **RATIFY** job announcement bulletin for Instructional Aide - Special
5. **RATIFY** job announcement bulletin for Plumber
6. **RATIFY** job announcement bulletin for Pool Lifeguard
7. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0149-5319 established 4/2/2025
8. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0166-5319 established 4/3/2025
9. **APPROVE** the certification of Intermediate Office Assistant - Bilingual Spanish eligibility list 25-0119-5050 established 4/1/2025
10. **APPROVE** the certification of Recreation Aide eligibility list 25-0179-5255 established 4/1/2025
11. **APPROVE** the certification of Recreation Aide (Open House 3/18/25) eligibility list 25-0193OH-5255 established 4/1/2025
12. **APPROVE** the certification of Recreation Aide - Expanded Learning (Open House 3/18/25) eligibility list 25-0194OH-5317 established 3/31/2025

13. **APPROVE** the certification of Site Specialist - Student Engagement eligibility list 25-0141-5300 established 4/1/2025

14. **APPROVE** the certification of Staffing Analyst - Human Resource Services eligibility list 25-0153-5195 established 3/27/2025

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 1-6 and approve items 7-14.

<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 Extension of Elementary School Office Supervisor eligibility list 24-0173-3345 established 4/18/2024

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		

2. **APPROVE** the Extension of Middle School Office Supervisor eligibility list 24-0172-3357 established 4/18/2024

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 2.

<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 None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 17, 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 8:27 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:52 a.m. with no reportable actions.

Ms. Leaming brought to the Commission's attention that Agenda Item #4 was inadvertently skipped. The Commission then acted as follows:

1. **APPROVE** the Minutes of Regular Meeting of March 20, 2025

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 March 20, 2025.

<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 8:53 a.m.