

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

MINUTES
Regular Meeting

May 1, 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, May 1, 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, Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Andrea Armas, Associate Personnel Analyst; Ashleigh Fernando, Interim Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; Mari Rojas, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Monica Gaytan, Human Resources Technician; and Silaue Taeleifi, Human Resources Technician.

GUESTS PRESENT

Dallas Emerle, CSEA Chapter 2 Labor Relations Representative; Tai Felder, CSEA Chapter 2 1st Vice President; and Viola Mae Bledsoe, Instructional Aide - Special (Retired).

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 April 17, 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, extended her appreciation to the Classified Employees Celebration Committee for their outstanding efforts and recognized all of the committee members: Maria Lynn Alvarez (Co-Chairperson), Susan Leaming (Co-Chairperson), Amy Van Fossen, Ashleigh Fernando, Veronica Bustamante, and Virginia Agredano Perez (Personnel Commission), Carmen Avila (Business Services Office), Connie Joyce (Elementary and TK-8 Office), David Valdez and Kelly Tavolara (Secondary Schools Office), D'Yaisha Yarber and Juan Rivera (Transportation), Justine Richards (School Safety), Patricia Avila (Curriculum, Instruction and Professional Development), Laurel Kruke

(Facilities), Toni Sampo (Purchasing and Contracts), Marlene Wilkinson (Employee Relations and Ethics), Starr Black (Nutrition Services), Eric Mitchell (Communications), Maria Towne (Human Resource Services), Leo Puentes (Maintenance), and Vanessa Leos Lugo (Browning High School). Ms. Leaming noted that this is the largest committee to date, representing nearly every department across the District.

Ms. Leaming also reported that the Classified Employee of the Year selection process is currently underway and the committee is scheduled to finalize the scoring next week. Ms. Leaming reported a total of 76 nominations were received, representing 61 unique classified employees.

Lastly, Ms. Leaming announced that two sessions of CPR and First Aid training for classified staff will be held at the Teacher Resource Center (TRC) on May 30, 2025 and registrations are currently being accepted.

Andrea Armas, Associate Personnel Analyst, reported that 62 recruitments are in progress, 25 are currently accepting applications, and 22 are in the testing phase.

Ms. Armas shared that an Application Workshop was held on April 29, 2025, from 9:00 a.m. to 11:00 a.m., specifically for the positions of Instructional Aide – Special, Recreation Aide, and Instructional Aide – Expanded Learning. Ms. Armas reported that 22 applications were submitted during the session and that this workshop will now be held monthly to support staffing needs for these critical positions.

Joanna Guzman, Employment Services Supervisor, reported that summer employment seniority for classified staff has been completed and departments have a placement submission deadline of May 16, 2025, to assure placements are made by May 23, 2025. Ms. Guzman noted that these deadlines align with the deadlines from Human Resource Services for certificated staff.

Ms. Guzman also announced that the 2026 assignment rollover process for classified employees has been completed and explained that staff will need to manually input new assignments through July to ensure accuracy for the upcoming school year.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian
2. **RATIFY** job announcement bulletin for Executive Secretary to the Superintendent/Board of Education (C)
3. **RATIFY** job announcement bulletin for Instructional Aide - Deaf/Hard of Hearing
4. **RATIFY** job announcement bulletin for Instructional Aide - Educare
5. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning
6. **RATIFY** job announcement bulletin for Instructional Aide - Special
7. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
8. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
9. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III

10. **RATIFY** job announcement bulletin for Recreation Aide - Expanded Learning
11. **RATIFY** job announcement bulletin for Senior Health Assistant
12. **RATIFY** job announcement bulletin for Senior Systems Analyst
13. **RATIFY** job announcement bulletin for Sign Language Interpreter
14. **RATIFY** job announcement bulletin for Speech - Language Pathology Assistant
15. **RATIFY** job announcement bulletin for Translator-Interpreter - Bilingual Spanish
16. **RATIFY** job announcement bulletin for Warehouse Manager
17. **APPROVE** the certification of Carpenter eligibility list 25-0157-0114 established 5/2/2025
18. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW18-5258 established 3/6/2025
19. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW19-5258 established 3/20/2025
20. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW20-5258 established 3/27/2025
21. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW21-5258 established 4/2/2025
22. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW22-5258 established 4/10/2024
23. **APPROVE** the certification of Head Start Instructional Aide eligibility list 25-0174-0657 established 4/21/2025
24. **APPROVE** the certification of Head Start Instructional Aide - Bilingual Spanish eligibility list 25-0175-5235 established 4/21/2025
25. **APPROVE** the certification of Locksmith eligibility list 25-0170-0209 established 5/1/2025
26. **APPROVE** the certification of Physician Services Technician (C) eligibility list 25-0162-5139 established 4/22/2025
27. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0146-5327 established 4/23/2025
28. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0125-5327 established 4/23/2025
29. **APPROVE** the certification of Recreation Aide eligibility list 25-0199-5255 established 5/2/2025

30. **APPROVE** the certification of School Safety Administrative Operations Manager eligibility list 25-0169-5342 established 4/22/2025
31. **APPROVE** the certification of School Safety Field Operations Manager eligibility list 25-0168-5343 established 4/23/2025
32. **APPROVE** the certification of School Safety Officer eligibility list 25-0171-5014 established 4/30/2025
33. **APPROVE** the certification of Senior Health Assistant eligibility list 25-0150-5174 established 4/29/2025
34. **APPROVE** the certification of Sign Language Interpreter eligibility list 25-0068-5214 established 5/1/2025

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 ratify item 1-16 and approve items 17-34.

<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 Administrative Secretary eligibility list 24-0221-3339 established 05/29/2024

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 Administrative Secretary – Bilingual Spanish eligibility list 24-0221-5140 established 05/29/2024

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 2.

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

3. **DISCUSS** the following: Revisions to the *Rules and Regulations of the Classified Service*, Rule 10.1.G and Rule 10.3 (First Reading)

Susan Leaming, Interim Executive Officer, provided an overview of the report and New Business Item 3 will be brought forward for a second reading and approval at the next Commission meeting.

4. **APPROVE** meeting dates for Personnel Commission 2025-2026

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 4 with amendments to cancel the meetings that fall on the Thanksgiving Day and Christmas Day holidays.

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

5. **OPEN** the public hearing on the 2025-2026 proposed Personnel Commission Budget

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to open the Public Hearing for the proposed Personnel Commission Budget for 2025-2026. Ms. Leaming then provided an overview of the proposed budget.

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

6. **CLOSE** the public hearing on the 2025-2026 Personnel Commission Budget

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to close the Public Hearing for the proposed Personnel Commission Budget for 2025-2026.

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

7. **ADOPT** the 2025-2026 Personnel Commission Budget

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to adopt the proposed Personnel Commission Budget for 2025-2026.

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

8. **APPROVE** the Adoption of Resolution regarding Classified School Employee Week

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following reading of the resolution by Chairperson Bender, the motion was carried with a unanimous vote of those present to approve New Business Item 8.

<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

Sheryl Bender, Chairperson, announced that Dr. Rebecca Lee, currently the Director of Classified Personnel at Poway Unified School District, will officially step into the role of Executive Officer, Personnel Commission and Classified Employment beginning May 12, 2025. Ms. Bender noted that this would be Susan Leaming's last meeting as Interim Executive Officer and extended her heartfelt thanks to Ms. Leaming for her exceptional leadership and dedication while serving as Interim Executive Officer over the past two years. In addition, Ms. Bender acknowledged the Personnel Commission staff for their hard work and commitment during the transition period.

Linda Vaughan, Vice-Chairperson, also expressed her appreciation to Ms. Leaming, recognizing her collaborative spirit and willingness to take on the additional responsibilities of the interim role.

Terrence Ulaszewski, Commissioner, agreed with the sentiments of the other Commissioners and thanked Ms. Leaming as well.

Ms. Leaming thanked the Commissioners and acknowledged the entire Personnel Commission staff for all of their support over the past two years, noting that it would not have been possible without their support and assistance.

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 15, 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 8:44 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:10 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:10 a.m.