

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

MINUTES
Regular Meeting

May 15, 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 15, 2025 at 8:20 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

Dr. Rebecca Lee, Executive Officer; Maria Lynn Alvarez, Personnel Analyst; Susan Leaming, Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Andrea Armas, Associate Personnel Analyst; Oralia 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; Wendy Bell, Human Resources Technician; Monica Gaytan, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Margarita Paiz, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Paul Welch, Human Resources Assistant.

GUESTS PRESENT

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 May 1, 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

Dr. Rebecca Lee, in her first meeting as Executive Officer of the Personnel Commission and Classified Employment, shared introductory remarks. "As I begin my role as Executive Officer, I want to express how honored I am to work alongside such a talented and dedicated team. I look forward to all we will accomplish together in support of the Personnel Commission and the District's mission."

Dr. Lee also extended her sincere appreciation to Susan Leaming for her exemplary service as Interim Executive Officer, noting that Ms. Leaming's leadership during the transition and her institutional knowledge have been invaluable.

Dr. Lee announced that Veronica Bustamante, Human Resources Assistant, has been nominated by her peers as one of the submissions for Classified Employee of the Year. Dr. Lee praised Ms. Bustamante for exemplifying the values of the Personnel Commission—fostering unity, ensuring individuals feel valued, and consistently providing outstanding customer service. She was described by colleagues as someone who “always has a smile on her face” and who delivers an “elevated level of service.”

Dr. Lee reminded attendees that the annual Classified Employee Celebration, themed “Classchella,” will take place on Friday, May 23, from 11:00 a.m. to 2:00 p.m. at the Teacher Resource Center (TRC). Nominees for the Classified Employee of the Year have been invited to the event, and the official announcement of the honoree and finalists will occur during the celebration. Susan Leaming, Personnel Analyst, added that this year's celebration has reached a record-breaking number of business booth donations, with 12 vendor booths expected. She also shared that Browning High School students have incorporated dessert preparation into their culinary curriculum and will provide three types of cookies for the event.

Amy Van Fossen, Associate Personnel Analyst, reported that 60 recruitments are currently open, 22 are accepting applications and 14 are in the testing stages. Ms. Van Fossen thanked her team for their continued efforts, especially in light of being short two team members due to recent promotions.

Paul Welch, Human Resources Assistant, shared his recent outreach efforts at Millikan High School, where he presented to students in preparation for mock interviews. His presentation focused on developing successful job interview skills and strategies.

Mari Rojas, Employment Services Supervisor, provided an update from the May 7 Board of Education meeting. At the meeting 37 probationary appointments were made, including positions such as Associate Personnel Analyst, Senior Office Assistant, and Student Evaluation Technician – Bilingual Spanish. Twenty-three substitute appointments were made across roles such as Campus Staff Assistant, Intermediate Office Assistant, and Recreation Aide. 48 exempt assignments were processed for student workers, Arts Walk-On Coaches, and Athletic Coaches. Ms. Rojas thanked her team for their diligence in verifying Vacancy Requests and ensuring the timely entry of documentation.

Susan Leaming, Personnel Analyst, reported that in August 2023, there were 787 approved and funded classified vacancies across the District. As of this report, that number has been reduced to 469 vacancies, reflecting a 40% decrease. This marks a milestone in staffing efforts and was recognized as a collaborative success.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician
2. **RATIFY** job announcement bulletin for Credential Services Specialist
3. **RATIFY** job announcement bulletin for Food Production Equipment Technician
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
5. **RATIFY** job announcement bulletin for HVAC Technician

6. **RATIFY** job announcement bulletin for Production Center Supervisor
7. **RATIFY** job announcement bulletin for Salary Services Supervisor
8. **APPROVE** the certification of Executive Director, Facilities Development and Planning eligibility list 25-0188-5084 established 5/6/2025
9. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 25-0165-0176 established 5/6/2025
10. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0187-5319 established 5/13/2025
11. **APPROVE** the certification of Instructional Aide - Expanded Learning (OPEN House) eligibility list 25-0191OH-5319 established 5/13/2025
12. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0185-0448 established 5/13/2025
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0173-5068 established 5/16/2025
14. **APPROVE** the certification of Recreation Aide eligibility list 25-0227AA-5255 established 5/13/2025
15. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0228AA-5317 established 5/13/2025
16. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0203-5317 established 5/13/2025

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender and the motion carried with a majority vote of those present to ratify item 1-7 and approve items 8-16 with a correction to item 10.

<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

1. **APPROVE** the Extension of Grounds Equipment Operator II/Driver eligibility list 24-0206-5031 established 06/03/2024

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender and the motion carried with a majority 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		

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 42363070

New Business Item 3 was moved into closed session.

OTHER ITEMS

Commissioner Terence Ulaszewski shared remarks recognizing the ongoing transformation within the Personnel Commission. He commended the Personnel Commission staff for their unity and resilience during a period without a permanent Executive Officer. He expressed special appreciation to Susan Leaming for her leadership and service as Interim Executive Officer. He also acknowledged the team's innovative efforts and active participation in recruitment and outreach, citing job fairs, group hiring events, and school engagement initiatives as key accomplishments during the transitional period. Commissioner Ulaszewski described the transition as a "success story" made possible by the collaboration and dedication of the entire Personnel Commission staff. Looking ahead, Commissioner Ulaszewski welcomed Dr. Rebecca Lee, noting that her arrival "is a promise of great days ahead" and praising her impressive qualifications. He also extended thanks to CSEA Chapter 2 for their continued spirit of collaboration with the Commission.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 29, 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 8:36 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:08 a.m. with the following reportable action:

1. **APPROVE** the Recommendation to Remove from Eligibility Lists - Applicant ID 42363070

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender and the motion was carried with a unanimous roll-call vote of those present to sustain staff's recommendation to remove Applicant 42363070 from current eligibility lists with the notation the applicant may reapply in six (6) months.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:09 a.m.