

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

MINUTES
Regular Meeting

November 13, 2025

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, November 13, 2025 at 8:16 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, Linda Vaughan.

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

Dr. Rebecca Lee, Executive Officer; Maria Alvarez, Personnel Analyst; Susan Leaming, Personnel Analyst; Oralia Leyva, Certification Services Manager; Andrea Fonseca, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; Mari Rojas, Employment Services Supervisor; Yessika Aguirre, Human Resources Technician; Judy Alonso, Human Resources Technician; Wendy Bell, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Monica Gaytan, Human Resources Technician; Warren Hornberger, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Dallas Eberle CSEA Chapter 2 Labor Relations Representative; and Tai Felder, CSEA Chapter 2 1st Vice President.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 30, 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

Dr. Rebecca Lee, Executive Officer, opened her report by extending birthday wishes to Commissioner Bender. Dr. Lee expressed appreciation to the Personnel Commission staff for their continued dedication and hard work, noting the large number of eligibility lists on the consent agenda as a reflection of the team's efforts. She highlighted the significant increase

in applicant volume, particularly for clerical classifications such as Intermediate Office Assistant.

Maria Alvarez, Personnel Analyst, presented a highlight video of the recent Long Beach College and Career Fair, produced by Veronica Bustamante, Human Resources Technician. She extended her gratitude to each member of the Recruitment and Testing team for their individual contributions to the Personnel Commission.

Amy Van Fossen, Associate Personnel Analyst, reported that the department currently has 18 recruitments accepting applications and 10 in testing. Ms. Van Fossen also shared that she and Monica Gaytan, Human Resources Technician, will travel to Catalina Island on November 20, 2025, to conduct on-site testing for several classifications, including Van Driver, Instructional Aide – Expanded Learning, Senior Nutrition Services Worker, and Custodian. She added that Maria Alvarez recently visited the Long Beach School for Adults to assist with applications and present information to the Campus Staff Assistant class regarding recruitment and interview procedures.

Oralia Leyva, Certification Services Manager, reported that 39 probationary appointments were approved at the November 5, 2025, Board of Education meeting in classifications including Credential Services Specialist and HVAC Technician. Additionally, 25 substitute appointments were approved for positions such as Child Care Worker, Groundskeeper, and Nutrition Services Worker. Ms. Leyva stated that 88 exempt assignments were also processed in classifications including Cafeteria Student Assistant, Student Tutor, and Workability Student. She concluded by expressing sincere appreciation to all Personnel Commission staff for their teamwork, professionalism, and commitment to service excellence.

1. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish
2. **RATIFY** job announcement bulletin for Human Resources Technician
3. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning
4. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning (Catalina Island)
5. **APPROVE** the certification of Accompanist eligibility list 26-0078-5213 established 11/6/2025
6. **APPROVE** the certification of Credential Services Manager eligibility list 26-0070-0077 established 11/4/2025
7. **APPROVE** the certification of Expanded Learning Supervisor eligibility list 26-0075-5320 established 11/4/2025
8. **APPROVE** the certification of High School Office Supervisor eligibility list 26-0028-3349 established 11/7/2025
9. **APPROVE** the certification of Human Resources Assistant eligibility list 26-0009-3350 established 11/7/2025
10. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0244-5319 established 7/28/2025

11. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0100-5319 established 11/12/2025
12. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0079-0448 established 11/13/2025
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0099-0448 established 11/13/2025
14. **APPROVE** the certification of Intermediate Office Assistant eligibility list 26-0016-0673 established 11/4/2025
15. **APPROVE** the certification of Intermediate Office Assistant - Bilingual Spanish eligibility list 26-0017-5050 established 11/14/2025
16. **APPROVE** the certification of Internal Investigator eligibility list 26-0031-5331 established 11/5/2025
17. **APPROVE** the certification of Maintenance Laborer eligibility list 26-0038-5275 established 11/14/2025
18. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0087-5068 established 11/10/2025
19. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0092-5317 established 10/31/2025
20. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0098-5255 established 11/10/2025
21. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 26-0068-5255 established 11/10/2025
22. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 26-0083-5071 established 11/10/2025

A motion was made by Terence Ulaszewski, and seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-22.

<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. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2024-2025

Dr. Rebecca Lee presented the report to the Commission for their review and consideration. Dr. Lee noted that Education Code requires the Personnel Commission to prepare an Annual

Report for the Board of Education. The report informs the Board of Education of the activities of the Personnel Commission during the preceding fiscal year.

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

A motion was made by Terence Ulaszewski, and seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business Item 1.

OTHER ITEMS

None

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 11, 2024 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 8:52 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:15 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:16 a.m.