

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

MINUTES
Regular Meeting

May 2, 2024

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 2, 2024 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, Sheryl Bender.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Sheryl Bender
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Lisa Gardner, Administrative Coordinator, Personnel Commission (retired); Oralia Leyva, Interim Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Judith Alonso, Human Resources Technician; Wendy Bell, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Margarita Paiz, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Robin Jongerius, Administrative Assistant, Human Resource Services; Kellyanna Miller, CSEA Chapter 2 Administrator; and Terence Ulaszewski, Guest.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of April 18, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, reported on April 17, 2024 the Board of Education approved the 4% Cost of Living Adjustment (COLA) raise for CSEA units A and B and the new salary schedules reflecting the raise are now posted on the Personnel Commission website.

Ms. Leaming informed the Commission a record number of 109 nominations for 60 employees were received for the 2024 Classified Employee of the Year. The Employee of the Year

selection committee has assembled and is reviewing the nominations to determine the finalists and ultimately selecting the Classified Employee of the Year.

Ms. Leaming introduced Robin Jongerius, Administrative Assistant, Investigative Services – Human Resource Services, who is here in support of New Business Item 3.

Amy Van Fossen, Associate Personnel Analyst, reported the Recruitment and Testing managers have been meeting with subject matter experts from various departments to develop recruitment strategies and examination plans for the 44 recruitments currently in progress and the additional 11 recruitments pending to open.

Ms. Van Fossen mentioned Classified Managers were invited to attend Quality Control Visits (QCV) at school sites throughout the district. Ms. Van Fossen, Maria Braunstein, Personnel Analyst, and Lydia Tran, Associate Personnel Analyst, observed classrooms at Hoover Middle School, Cabrillo High School and Rogers Middle School. Ms. Van Fossen shared the QCV teams including site staff, administrators, and Classified Managers were invited to observe teacher interactions with students and were invited to engage in rich dialogue about their experiences.

Ms. Leaming mentioned that at the recent District Leaders meeting, Kimberly Weber, Instructional Director/Principal Supervisor of Elementary and K-8 Schools, did a presentation on the Quality Control Visits, mentioning this was the first year Classified Managers were participating. Ms. Weber's presentation gave interesting examples of how having classified staff participating in the visits was eye opening and brought a completely different perspective. Ms. Leaming stated this was a great opportunity for the Personnel Commission to get out in the community and connect.

Maria Rojas, Interim Employment Services Supervisor, reported on the last Board of Education agenda there were 17 probationary, 17 substitute, and 25 exempt employee appointments approved.

Lastly, Ms. Leaming informed the Commission of the recent passing of Alyson Youderian, retired Human Resources Technician, and requested the Commission adjourn today's meeting in her honor.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager
2. **RATIFY** job announcement bulletin for Information Technology Projects Coordinator
3. **RATIFY** job announcement bulletin for Nutrition Services Worker
4. **RATIFY** job announcement bulletin for Recreation Aide
5. **RATIFY** job announcement bulletin for Recreation Aide (Catalina Island)
6. **RATIFY** job announcement bulletin for Recreation Aide – Expanded Learning
7. **RATIFY** job announcement bulletin for Senior Health Assistant (Extended)
8. **APPROVE** the certification of General Counsel eligibility list 24-0223-5294 established 05/03/2024
9. **APPROVE** the certification of Instructional Aide - Special (Revised) eligibility list 24-0166-0448 established 03/13/2024

10. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0194-0448 established 04/26/2024
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0226-5068 established 04/26/2024
12. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 24-0202-5071 established 05/02/2024
13. **APPROVE** the certification of Student Data Systems Specialist eligibility list 24-0190-5164 established 05/01/2024

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-7 and approve items 8-13.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** meeting dates for Personnel Commission 2024-2025

A motion was made by Linda Vaughan, and following discussion, seconded by Sheryl Bender, with the noted amendment of canceling the November 28, 2024 and December 26, 2024, meeting dates. 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		
Linda Vaughan	X		

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

A motion was made by Sheryl Bender, 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		
Linda Vaughan	X		

3. **APPROVE** the Creation of a Classification - Internal Investigator

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 3.

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

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 16, 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 8:27 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:00 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m. in memory of Alyson Youderian, retired Human Resources Technician.