



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on August 19, 2024 at 4:30 p.m.

1. CALL TO ORDER

Chairperson José Luis Solache called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 4:32 p.m. on Monday, August 19, 2024. It was confirmed that the agenda was properly posted within legal requirements.

2. FLAG SALUTE

Vice-Chairperson Oscar Moreno led the Pledge of Allegiance.

3. SILENT REFLECTION

Member Maria Quiñonez led the silent reflection. Ms. Quiñonez asked everyone to join her in reflecting why we are here and consider the work that we do for Lynwood Unified School District.

4. ROLL CALL OF COMMISSIONERS

Ms. Maria Quiñonez, Member – *Present*
Mr. José Luis Solache, Chairperson - *Present*
Mr. Oscar Moreno, Vice-Chairperson - *Present*

5. STAFF PRESENT

Jode Howard, Director of Classified Personnel - *Present*
Roselia Meza, Secretary - *Present*

6. APPROVAL OF AGENDA

It is moved that the Personnel Commission approve the following agenda:

REGULAR Personnel Commission Meeting Agenda: August 19, 2024

Action:	Motion	<u>M.Q.</u>	Second	<u>O.M.</u>	Call for the Question	_____
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>		

Approval of the Personnel Commission agenda for August 19, 2024 was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Howard wanted to welcome everyone to the first day of school. She also updated the Commissioners on the SEIU Salary Study and mentioned that it should be ready by October 2024.

8. COMMENTS FROM COMMISSIONERS

Mr. Moreno wishes everyone well for the new school year.

Ms. Quiñonez wanted to thank the staff for the hard work and wished everyone well for the following school year.

Mr. Solache echoed Mr. Moreno and Ms. Quiñonez's comments.

9. REQUESTS TO SPEAK

A maximum of three (3) minutes will be allotted to any speaker before the Commission, with a total of twenty minutes for each subject matter (Pursuant to Personnel Commission Rule 20.200.8). Presentations before the Commission will be limited to three (3) minutes per person for any one (1) item.

In accordance with Government Code Section 54954.3, matters not on the agenda may not be acted on or discussed by the Personnel Commission, but may be researched and responded to in any one of the following ways: (1) by telephone after research, (2) by mail after research or (3) at a later regular meeting of the Personnel Commission as an agenda item.

Speakers will follow procedures specified with the Personnel Commission agenda and on the Speaker Request Form. If you are interested in speaking, then please complete a Request to Speak Form and hand it to the Secretary. All forms must be turned into the Secretary prior to the start of the meeting.

A. Communications (Request to Speak Form Not Required)

Entity	Present	Representative
Board of Education	☐ Yes ☒ No	
District Administration	☒ Yes ☐ No	<i>Mr. Carlos Zaragoza, Assistant Superintendent of Human Resources</i>
CSEA Official Leadership	☒ Yes ☐ No	<i>Diana Hawkins, CSEA President</i> <i>Lillian Steptoe, CSEA Representative</i>
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Diana Hawkins, CSEA President, thanked the Personnel Commission for inviting her to the PC Meeting. Ms. Hawkins asked that employees who are being transferred be informed 10 days before the transfer. She also asked that if staff are placed in a CLM class to receive training. She would like to be informed of transfers so she can know in advance.

Mr. Solache commented on the school providing "Professional Development" for teachers and wanted for classified to be able to participate in program like that in the near future.

Mr. Zaragoza commented to the Commissioners that Classified staff receive 3 days of Professional Development that are voluntary on non-pupil days which allows them to stay in paid status.

B. General Public (Request to Speak Form Required)

10. DISCUSSION/ACTION

A. Approval of Personnel Commission Meeting Minutes

It is moved that the Personnel Commission approve the following Meeting Minutes (Ref.10.A).

REGULAR Personnel Commission Meeting Minutes July 15, 2024

Action: Motion M.Q. Second O.M. Call for the Question _____
Vote: Ayes 3 Noes 0

Approval of Item 10.A. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes.

B. Approval of establishing the Classification and Salary Range for Nutrition Service Warehouse Supervisor

It is moved that the Personnel Commission approve establishing the classification and salary range of S83 (\$5,194.00 - \$6,314.00 Monthly) for Nutrition Services Warehouse Supervisor and approve the associated classification specification, in accordance with Education Code Section 45267 (Ref.10.B).

Action: Motion O.M. Second M.Q. Call for the Question _____
Vote: Ayes 3 Noes 0

Approval of Item 10.B. of the PC Agenda was moved by Mr. Moreno; seconded by Ms. Quiñonez and was carried unanimously with 3 to 0 votes.

C. Eligibility List

It is moved that the Personnel Commission approve and/or ratify the following eligibility list(s) and/or approve the extension of the following eligibility list(s).

Action: Motion M.Q. Second O.M. Call for the Question _____
Vote: Ayes 3 Noes 0

Approval of Item 10.C. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
CAMPUS MONITOR – Continuous (Last Group 10)	2324-07-001-800012	07/17/24	16
HEALTH SERVICES TECHNICIAN – Continuous (Last Group 6)	2324-07-001-553000	07/22/24	4
LICENSED CLINICAL SOCIAL WORKER – Continuous (Last Group 6)	2324-07-001-800118	07/22/24	1
NUTRITION SERVICE WORKER I – Continuous (Last Group 9)	2324-09-001-550800	07/25/24	12
SECURITY OFFICER – Continuous (Last Group 6)	2324-07-001-570200	07/17/24	2
SENIOR ACCOUNTING TECHNICIAN	2324-06-001-800108	08/16/24	12
SENIOR HEALTH SERVICES TECHNICIAN – Continuous (Last Group 5)	2324-07-001-800073	07/22/24	3

11. INFORMATION ONLY

A. Job Posting

The following recruitments are currently open:

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2324-07-001-000000	BILINGUAL/BI-LITERATE STIPEND EXAM	ONLY PERMANENT OR PROBATIONARY CSEA LUSD EMPLOYEES	CSEA/CONF.	08/05/24 – CONTINUOUS
2324-07-001-800012	CAMPUS MONITOR	PART-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
2425-08-001-800073	COLLEGE CAREER CENTER TECHNICIAN	FULL-TIME	CSEA	08/05/24 – 08/16/24
2324-06-002-800151	COMMUNICATIONS INTERN	PART-TIME SUBSTITUTE WORK	NON-REP	08/05/24 – CONTINUOUS
2324-07-001-558000	INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS
2324-07-001-800033	INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS
2324-09-001-550800	NUTRITION SERVICE WORKER I	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
2425-08-001-800043	OFFICE ASSISTANT II	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	08/12/24 – 08/23/24
2324-07-001-570200	SECURITY OFFICER	FULL-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
2324-07-001-800073	SENIOR HEALTH SERVICES TECHNICIAN	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS

12. NEXT MEETING DATE

Date: September 16, 2024 (Regular Meeting) **Time:** 4:30 p.m. **Day:** Monday

13. FUTURE ITEMS FOR AGENDA– Vice-Chairperson, Oscar Moreno announced officially that he will not be running seeking reappointment for the following term as the Joint Appointee to the Personnel Commission.

14. REQUEST FOR UPDATES – None

15. ADJOURNMENT

Action: Motion O.M. Second M.Q. Call for the Question _____
Vote: Ayes 3 Noes 0

It is moved that the Personnel Commission adjourn the meeting at 4:53 p.m.

Respectfully submitted,


Jode Howard, Director, Classified Personnel

Attested:


José Luis Solache, Chairperson