



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on July 15, 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 4:40 p.m. on Monday, July 15, 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 requested everyone to reflect on the services this Commission and its staff render to the employees, students, families and the community of 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: July 15, 2024

Action:	Motion	<u>M.Q.</u>	Second	<u>O.M.</u>	Call for the Question	_____
Vote:	Ayes	<u>2</u>	Noes	<u>0</u>		

Approval of the Personnel Commission agenda for July 15, 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 provided an update to the Personnel Commission. She mentioned that time is going fast and that there are 3 weeks left for the new school year to start. She also updated the Commissioners on the SEIU Salary Study and that it should be out prior to the end of the calendar year before December.

Mr. Jose Luis Solache requested for the SEIU Salary Study to be ready by November, agendized, and with a presentation.

8. **COMMENTS FROM COMMISSIONERS** - None

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	
CSEA Official Leadership	☒ Yes ☐ No	Diana Hawkins, CSEA President Lillian Steptoe, CSEA Representative
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Diana Hawkins, CSEA President, thanked the Personnel Commission for inviting her to the PC meeting and updated the Commissioners on CSEA Conference coming up. Ms. Hawkins also mentioned that Wednesday, July 17, 2024 there will be a 610 vote for the 10 and 11 month employees who worked the summer and have not received their vacation or sick leave.

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 June 17, 2024

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

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

B. 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.B. 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
BENEFITS AND PAYROLL MANAGER	2324-05-001-800036	06/27/24	9
BILINGUAL/BILITERATE STIPEND	2324-07-001-000000	07/12/24	1
INSTRUCTIONAL ASSISTANT – Continuous (Group 12)	2324-07-001-800134	07/12/24	15
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – Continuous (Group 12)	2324-07-001-558000	07/12/24	10
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – Continuous (Group 12)	2324-07-001-800033	07/12/24	14
SECURITY OFFICER – Continuous (Group 12)	2324-07-001-570200	06/20/24	5
SENIOR NETWORK/ COMPUTER SPECIALIST	2324-05-001-800156	06/20/24	13
WAREHOUSE WORKER/DELIVERY DRIVER – Continuous (Group 5)	2324-09-001-800134	06/20/24	5

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.	07/17/23 – 06/21/24
2324-07-001-550300	BUS DRIVER	FULL-TIME AND/OR SUBSTITUTE WORK	SEIU	07/17/23 – 06/21/24
2324-07-001-800012	CAMPUS MONITOR	PART-TIME AND/OR SUBSTITUTE WORK	SEIU	07/17/23 - 06/21/24
2324-06-002-800151	COMMUNICATIONS INTERN	PART-TIME SUBSTITUTE WORK	NON-REP	06/17/24 – 07/12/24
2324-07-001-553000	HEALTH SERVICES TECHNICIAN	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - 06/21/24
2324-07-001-800134	INSTRUCTIONAL ASSISTANT	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - 06/21/24
2324-07-001-558000	INSTRUCTIONAL ASSISTANT <i>SPECIAL EDUCATION</i>	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - 06/21/24
2324-07-001-800033	INSTRUCTIONAL ASSISTANT <i>SPECIAL NEEDS</i>	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - 06/21/24

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2324-07-001-800118	LICENSED CLINICAL SOCIAL WORKER (<i>LCSW</i>)	FULL-TIME	NON-REP	07/17/23 - 06/21/24
2324-09-001-550800	NUTRITION SERVICE WORKER I	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	09/05/23 - 06/21/24
2324-07-001-570200	SECURITY OFFICER	FULL-TIME AND/OR SUBSTITUTE WORK	SEIU	07/17/23 - 06/21/24
2324-06-001-800108	SENIOR ACCOUNTING TECHNICIAN	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	06/24/24 – 07/26/24 EXTENDED
2324-07-001-800073	SENIOR HEALTH SERVICES TECHNICIAN	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	07/20/23 - 06/21/24

12. NEXT MEETING DATE

Date: August 19, 2024 (Regular Meeting) **Time:** 4:30 p.m. **Day:** Monday

13. FUTURE ITEMS FOR AGENDA – Salary Study to be completed and ready to review by November 2024.

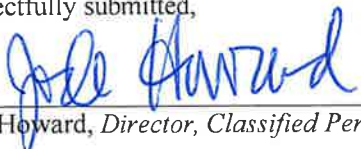
14. REQUEST FOR UPDATES – None

15. ADJOURNMENT

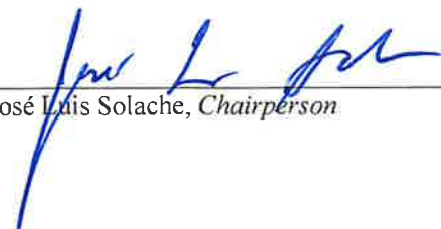
Action: Motion O.M. Second M.Q. Call for the Question _____
Vote: Ayes 3 Noes 0

It is moved that the Personnel Commission adjourn the meeting at 4:48 p.m.

Respectfully submitted,


Jode Howard, Director, Classified Personnel

Attested:


José Luis Solache, Chairperson