



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on December 9, 2024 at 11:00 a.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 11:00 a.m. on Monday, December 9, 2024. It was confirmed that the agenda was properly posted within legal requirements.

2. FLAG SALUTE

Erika Rojas-Parada led the Pledge of Allegiance.

3. SILENT REFLECTION

Member Maria Quiñonez led the silent reflection.

4. OATH OF OFFICE

The Oath of Office was administered by Mr. Jose Luis Solache to Ms. Erika Rojas Parada as the Joint Appointee to the Personnel Commission for a term of three years until November 30, 2027.

5. ROLL CALL OF COMMISSIONERS

Mr. José Luis Solache, Chairperson – *Present*
Ms. Maria Quiñonez, Member – *Present*
Ms. Erika Rojas Parada, Member – *Present*

6. STAFF PRESENT

Jode Howard, Director of Classified Personnel – *Present*
Roselia Meza, Personnel Specialist – *Present*
Laura Trujillo, Secretary – *Present*

7. APPROVAL OF AGENDA

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

REGULAR Personnel Commission Meeting Agenda: December 9, 2024

Action:	Motion	<u>M.Q.</u>	Second	<u>E.R.P.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of the Personnel Commission agenda for December 9, 2024 was moved by Ms. Quiñonez; seconded by Ms. Rojas Parada and was carried unanimously with 3 to 0 votes.

8. DIRECTOR'S REPORT

Ms. Howard welcomed Ms. Erika Rojas Parada and thanked Mr. Solache for his 10 years of service to the Commission and many more years in the Lynwood community. She thanked the Commission for allowing her to serve the Lynwood Unified School District.

9. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez thanked Mr. Solache for his years of service. She acknowledged his support and knowledge in supporting the Commission. She thanked Ms. Rojas Parada for her desire to serve and dedication. She also thanked Ms. Howard for her service for the Lynwood Unified School District.

Ms. Rojas Parada stated her excitement for serving the Personnel Commission. She wished Ms. Howard luck on her future endeavors. She also congratulated Mr. Solache for his legacy in serving Lynwood.

Mr. Solache wanted to express his appreciation for SEIU's support and would like to acknowledge their presence at the meeting. He shared that the SEIU salary study has been completed and will be reviewed by the Commission. He reminisced on his time as a former student and the impact SEIU staff had on his educational experience. Additionally, he announced that his last day will be December 31st, 2024 and that the school board will continue the process to fill his seat on the Commission. He thanked Ms. Howard and wished her luck in her future endeavors.

10. 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	<i>Diana Hawkins, CSEA President</i>
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Hawkins congratulated Mr. Solache and thanked him for all of his support for the Lynwood Unified School District. She welcomed Ms. Rojas Parada to the Commission. She thanked Ms. Howard for going above and beyond to support herself and CSEA. She reminded and invited the Commission to the CSEA Holiday Party.

B. General Public (Request to Speak Form Required)

Rudolfo Hernandez stated that he has been waiting for 8 months regarding equal pay for equal work. He shared his concern for the recommendation provided for the Electrician position and would like to see the salary closer to the salary of the HVAC Technician. Lastly, he thanked the Commission for the completion of the SEIU salary study and congratulated Mr. Solache on his service.

11. DISCUSSION/ACTION

A. **Approval of Personnel Commission Meeting Minutes**

It is moved that the Personnel Commission approve the following Meeting Minutes (Ref.11.A).

REGULAR Personnel Commission Meeting Minutes November 15, 2024

Action:	Motion	<u>M.Q.</u>	Second	<u>E.R.P.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of Item 11.A. of the PC Agenda was moved by Ms. Quiñonez; seconded by Ms. Rojas Parada and was carried unanimously with 3 to 0 votes.

B. **Approval to Enter into an Agreement with Musick, Peeler & Garrett LLP, to Provide Legal Services Reasonably Required in Connection with Hearing Officer Services.**

It is moved that the Personnel Commission enter into an agreement with Musick, Peeler & Garrett LLP, to provide legal services reasonably required in connection with hearing officer services fees to at the following basic hourly rates. (Ref.11.B)

- Partners \$340.00
- Associates \$300.00
- Paralegals \$150.00

Action:	Motion	<u>M.Q.</u>	Second	<u>E.R.P.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of Item 11.B. of the PC Agenda was moved by Ms. Quiñonez; seconded by Ms. Rojas Parada and was carried unanimously with 3 to 0 votes.

C. **Reorganization of the Personnel Commission**

It is moved that Ms. Maria Quiñonez be nominated and approved as Chairperson of the Personnel Commission of Lynwood USD from December 1, 2024 thru November 30, 2025, in accordance with Education Code section 45247.

Action:	Motion	<u>J.S.L.</u>	Second	<u>E.R.P.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

It is moved Ms. Erika Rojas Parada be nominated and elected as Vice-Chairperson of the Personnel Commission of Lynwood USD from December 1, 2024 thru November 30, 2025, in accordance with Education Code section 45247.

Action:	Motion	<u>M.Q.</u>	Second	<u>J.S.L.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

D. **Approval of SEIU Salary Study**

It is moved that the Personnel Commission approve the SEIU Salary Study recommendations (Ref.11.C).

Action:	Motion	<u>J.S.L.</u>	Second	<u>M.Q.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of Item 11.C. of the PC Agenda was moved by Mr. Solache; seconded by Ms. Quiñonez and was carried unanimously with 3 to 0 votes.

E. 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 E.R.P.
Vote: Ayes 3 Noes 0

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

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
COMMUNITY SCHOOLS CASE MANAGER	2425-09-001-800161	11/20/24	12
DIRECTOR, CLASSIFIED PERSONNEL	2425-10-001-800018	11/19/24	4
DISTRICT RECORDS TECHNICIAN	2425-10-001-800020	11/18/24	8
SCHOOL COMMUNITY LIAISON	2324-08-001-800062	EXTEND TO 03/06/2025	15

12. INFORMATION ONLY**A. Job Posting**

The following recruitments are currently open:

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2425-08-001-000000	BILINGUAL/BILITERATE STIPEND EXAM	ONLY PERMANENT OR PROBATIONARY CSEA LUSD EMPLOYEES	CSEA/CONF.	08/05/24 – CONTINUOUS
2425-08-001-800012	CAMPUS MONITOR	PART-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
2425-08-001-800151	COMMUNICATIONS INTERN	INTERN FULL/PART-TIME	NON-REP	08/05/24 – CONTINUOUS
2425-09-001-553000	HEALTH SERVICES TECHNICIAN	PART-TIME AND/OR SUBSTITUTE WORK	CSEA	09/23/24 – CONTINUOUS
2425-08-001-558000	INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS
2425-08-001-800033	INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS
2425-08-001-550800	NUTRITION SERVICE WORKER I	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2425-08-001-570200	SECURITY OFFICER	FULL-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
2425-08-001-800073	SENIOR HEALTH SERVICES TECHNICIAN	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS

13. RECESS TO CLOSED SESSION

A. Pursuant to Government Code 54957. Public Employment and Employee Discipline/Dismissal/Release.

It is moved the Personnel Commission adjourn to closed session:

Action: Motion M.Q. Second E.R.P.
Vote: Ayes 3 Noes 0

The Personnel Commission adjourned to closed session at 11:54 a.m.

It is moved the Personnel Commission reconvene to open session:

Action: Motion M.Q. Second E.R.P.
Vote: Ayes 3 Noes 0

The Personnel Commission adjourned to open session at 2:21 p.m.

14. REPORT OUT OF CLOSED SESSION

Mr. Solache reported that in closed session the Personnel Commission voted unanimously (moved by Ms. Quiñonez and seconded by Ms. Erika Rojas Parada) in favor of hiring Claudia K. Lopez for the position of Director of Classified Personnel.

15. NEXT MEETING DATE

Date: January 21, 2025 (Regular Meeting)

Time: 4:30 p.m.

Day: Tuesday

16. FUTURE ITEMS FOR AGENDA AND REQUESTS FOR UPDATES

Mr. Solache requests that all starting salaries be at \$20.00 an hour.

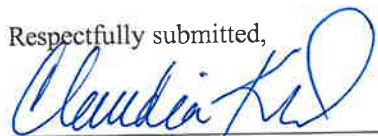
17. ADJOURNMENT

It is moved that the Personnel Commission adjourn the meeting at 2:22 p.m.

Action: Motion M.Q. Second E.R.P.
Vote: Ayes 3 Noes 0

Approval of meeting adjournment was moved by Mr. Solache; seconded by Ms. Erika Rojas Parada and was carried unanimously with 3 to 0 votes.

Respectfully submitted,



Jode Howard, Director, Classified Personnel

Claudia K. Lopez

Ref.10.A

Attested:



Maria Quiñonez, Chairperson