



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on September 18, 2024 at 6:00 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 6:03 p.m. on Wednesday, September 18, 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.

4. ROLL CALL OF COMMISSIONERS

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

5. STAFF PRESENT

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

6. APPROVAL OF AGENDA

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

REGULAR Personnel Commission Meeting Agenda: September 18, 2024

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

Approval of the Personnel Commission agenda for September 18, 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 did not provide a report but wished Mr. Solache a happy birthday.

8. COMMENTS FROM COMMISSIONERS

Mr. Moreno echoed Ms. Howard's comment and congratulated Mr. Solache.

Ms. Quinonez had no comment.

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
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Diana Hawkins, CSEA President, thanked the Personnel Commission for inviting her to the PC Meeting.

B. General Public (Request to Speak Form Required) - None

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 August 19, 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. Approval to interview candidates for the Joint Appointee to the Personnel Commission

Commissioners Maria Quinonez and José Luis Solache will conduct Interviews for applicants interested in appointment as the Joint appointee.

It is moved the Personnel Commission interview the candidates for Joint Appointee to the Personnel Commission

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. Announcement of the intended Joint Appointee to the Personnel Commission

It is moved the Personnel Commission publicly announce the intended Joint Appointee to the Personnel Commission.

Name of intended appointee: *Erika Rojas Parada*

Action: Motion M.Q. Second J.S.L. Call for the Question _____
Vote: Ayes 2 Noes 0

Approval of Item 10.B. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Solache and was carried unanimously with 2 to 0 votes.

D. Announcement of the Public Hearing for the Joint Appointee to the Personnel Commission

A public hearing to consider the Joint Appointee to the Personnel Commission will be held at the Lynwood Unified School District Boardroom 11321 Bullis Road, Lynwood, CA 90262 at 4:30 p.m. on October 21, 2024.

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 J.S.L. Call for the Question _____
Vote: Ayes 2 Noes 0

Approval of Item 10.E. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Solache and was carried unanimously with 2 to 0 votes.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
BILINGUAL/BILITERATE STIPEND – Continuous (Group #1)	2425-08-001-000000	09/06/24	2
COLLEGE CAREER CENTER TECHNICIAN	2425-08-001-800014	09/06/24	5
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – Continuous (Group #1)	2425-08-001-558000	09/16/24	26
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – Continuous (Group #1)	2425-08-001-800033	09/16/24	34
NETWORK/COMPUTER SPECIALIST	2425-07-001-800040	09/03/24	14
NUTRITION SERVICES SATELLITE KITCHEN OPERATOR	2425-07-001-575000	08/21/24	3
NUTRITION SERVICES SUPERVISOR	2425-07-001-590070	08/21/24	8
OFFICE ASSISTANT II	2425-08-001-800043	09/16/24	31

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

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2324-07-001-800012	CAMPUS MONITOR	PART-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
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
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: October 21, 2024 (Regular Meeting) **Time:** 4:30 p.m. **Day:** Monday

13. FUTURE ITEMS FOR AGENDA– Requested SEIU salary study before the end of the year.

14. REQUEST FOR UPDATES – None

15. ADJOURNMENT

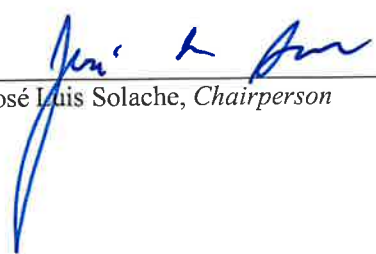
Action: Motion M.Q. Second J.S.L. Call for the Question _____
Vote: Ayes 2 Noes 0

It is moved that the Personnel Commission adjourn the meeting at 7:45 p.m.

Respectfully submitted,


Jode Howard, Director, Classified Personnel

Attested:


José Luis Solache, Chairperson