



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on May 13, 2024 at 4:30 p.m.

1. CALL TO ORDER

Vice-Chairperson, Oscar Moreno called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 4:31 p.m. on Monday, May 13, 2024. It was confirmed that the agenda was properly posted within legal requirements.

2. FLAG SALUTE

Member, Maria Quiñonez led the Pledge of Allegiance.

3. SILENT REFLECTION

Vice-Chairperson, Oscar Moreno led the silent reflection.

4. ROLL CALL OF COMMISSIONERS

Ms. Maria Quiñonez, Member – *Present*
Mr. José Luis Solache, Chairperson - *Absent*
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: May 13, 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 May 13, 2024 was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 2 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Howard provided an update to the Personnel Commission on the SEIU salary study. She reported the Celebration of Classified School Employee of the Year, which took place on May 9, 2024 at the District Office.

COMMENTS FROM COMMISSIONERS

Ms. Quiñonez wanted to welcome back Ms. Diana Hawkins. She also wanted to congratulate all Classified School Employees of the Year. Ms. Quiñonez was happy to see the involvement from our School District at the 5/10K run.

Vice-Chairperson, Oscar Moreno echoed Commissioner Quiñonez's comments.

8. 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>Tanya Smith, CSEA Representative</i> <i>Lillian Steptoe, CSEA Representative</i>
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Diana Hawkins stated her joy to be back and thanked the District for the well wishes. She was happy to see Classified School Employees of the Year. She wanted to wish "Happy Mother's Day" to all the moms.

B. General Public (Request to Speak Form Required)

9. 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 April 22, 2024

Action: Motion M.Q. Second O.M. Call for the Question _____
Vote: Ayes 2 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 2 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 2 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 2 to 0 votes.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
BILINGUAL/BILITERATE STIPEND	2324-07-001-000000	04/29/24	2
CAMPUS MONITOR – Continuous (Group 4)	2324-07-001-800012	04/29/24	12
CHEF SUPERVISOR (Dual Certification)	2324-03-001-800165	05/03/24	8
HEALTH SERVICES TECHNICIAN – Continuous (Group 5)	2324-07-001-553000	04/19/24	5
INSTRUCTIONAL ASSISTANT – Continuous (Group 10)	2324-07-001-800134	05/03/24	2
LICENSED CLINICAL SOCIAL WORKER – Continuous (Group 6)	2324-07-001-800118	04/19/24	4
NUTRITION SERVICE WORKER I – Continuous (Group 7)	2324-09-001-550800	05/03/24	7
SENIOR HEALTH SERVICES TECHNICIAN – Continuous (Group 4)	2324-07-001-800073	04/19/24	2

10. 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 - CONTINUOUS
2324-07-001-550300	BUS DRIVER	FULL-TIME AND/OR SUBSTITUTE WORK	SEIU	07/17/23 - CONTINUOUS
2324-07-001-800012	CAMPUS MONITOR	PART-TIME AND/OR SUBSTITUTE WORK	SEIU	07/17/23 - CONTINUOUS
2324-03-001-800165	DIRECTOR OF PURCHASING & CONTRACTS	FULL-TIME	NON-REP	04/29/24 – 05/17/24
2324-04-001-590020	HEALTH SERVICES TECHNICIAN	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - CONTINUOUS
2324-07-001-800134	INSTRUCTIONAL ASSISTANT	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - CONTINUOUS
2324-07-001-558000	INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - CONTINUOUS
2324-07-001-800033	INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - CONTINUOUS

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2324-07-001-800118	LICENSED CLINICAL SOCIAL WORKER (LCSW)	FULL-TIME	NON-REP	07/17/23 - CONTINUOUS
2324-09-001-550800	NUTRITION SERVICE WORKER I	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	09/05/23 - CONTINUOUS
2324-07-001-570200	SECURITY OFFICER	FULL-TIME AND/OR SUBSTITUTE WORK	SEIU	07/17/23 - CONTINUOUS
2324-07-001-800073	SENIOR HEALTH SERVICES TECHNICIAN	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	07/20/23 - CONTINUOUS
2324-09-001-800086	WAREHOUSE WORKER/ DELIVERY DRIVER	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	09/05/23 - CONTINUOUS

11. NEXT MEETING DATE

Date: June 17, 2024 (Regular Meeting)

Time: 4:30 p.m. **Day:** Monday

12. FUTURE ITEMS FOR AGENDA - None

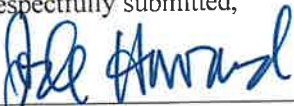
13. REQUEST FOR UPDATES - None

14. ADJOURNMENT

Action: Motion M.O. Second O.M. Call for the Question _____
Vote: Ayes 2 Noes 0

It is moved that the Personnel Commission adjourn the meeting at 4:40 p.m.

Respectfully submitted,


Joe Howard, Director, Classified Personnel

Attested:


Oscar Moreno, Vice-Chairperson