



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on June 17, 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 4:30 p.m. on Monday, June 17, 2024. It was confirmed that the agenda was properly posted within legal requirements.

2. FLAG SALUTE

Director of Classified Personnel, Jode Howard led the Pledge of Allegiance.

3. SILENT REFLECTION

Member, Maria Quiñonez led the silent reflection.

4. ROLL CALL OF COMMISSIONERS

Ms. Maria Quiñonez, Member – Present

Mr. José Luis Solache, Chairperson - Present

Mr. Oscar Moreno, Vice-Chairperson - Absent

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: June 17, 2024

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

Approval of the Personnel Commission agenda for June 17, 2024 was moved by Ms. Quiñonez; seconded by Mr. Solache and was carried unanimously with 2 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Howard provided an update to the Personnel Commission. She congratulated the graduates and announced that Mr. Carlos Zaragoza was named Assistant Superintendent of Human Resources and Ms. Geraldine Rescinito was named Director of Human Resources at the last Board of Education meeting. She provided an update on the activities in Human Resources sharing that there have been a lot of projects going on, such as Summer assignments and HCM workshops for the new system implementation to go live October 2024. Ms. Howard let the Commissioners know that the SEIU salary study before the end of the calendar year.

8. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez appreciated being scheduled to attend the CSPCA Commissioner Training meeting. She commented that the topics were very informative and that it was nice to see the other Commissioners come together with Commission staff members from other districts. She also congratulated the graduates.

Mr. Jose Luis Solache acknowledged the Juneteenth holiday. He also thanked the staff for their support in setting up for the graduations and promotions. In addition, he congratulated Mr. Zaragoza and Ms. Rescinito for being formally appointed in their positions.

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, CSEA President, thanked the Personnel Commission for always inviting them. She's glad to be back and thanked Mr. Solache and the Commissioners for the well wishes.

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 May 13, 2024

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

Approval of Item 9. A. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Solache 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 J.L.S. 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.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
BILINGUAL/BILITERATE STIPEND	2324-07-001-000000	06/05/24	1
CAMPUS MONITOR – Continuous (Group 9)	2324-07-001-800012	06/05/24	11
DIRECTOR – PURCHASING AND CONTRACTS (Dual Certification)	2324-04-001-590020	06/10/24	9
INSTRUCTIONAL ASSISTANT – Continuous (Group 11)	2324-07-001-800134	06/14/24	6
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – Continuous (Group 11)	2324-07-001-558000	06/14/24	10
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – Continuous (Group 11)	2324-07-001-800033	06/14/24	13
NUTRITION SERVICE WORKER I – Continuous (Group 8)	2324-09-001-550800	06/14/24	6

10. INFORMATION ONLY**A. Job Posting**

The following recruitments are currently open:

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
<u>2324-07-001-000000</u>	BILINGUAL/BI-LITERATE STIPEND EXAM	<u>ONLY PERMANENT OR PROBATIONARY CSEA LUSD EMPLOYEES</u>	<u>CSEA/CONF.</u>	<u>07/17/23 - CONTINUOUS</u>
<u>2324-07-001-550300</u>	<u>BUS DRIVER</u>	<u>FULL-TIME AND/OR SUBSTITUTE WORK</u>	<u>SEIU</u>	<u>07/17/23 - CONTINUOUS</u>
<u>2324-07-001-800012</u>	<u>CAMPUS MONITOR</u>	<u>PART-TIME AND/OR SUBSTITUTE WORK</u>	<u>SEIU</u>	<u>07/17/23 - CONTINUOUS</u>
<u>2324-07-001-553000</u>	<u>HEALTH SERVICES TECHNICIAN</u>	<u>FULL/PART-TIME AND/OR SUBSTITUTE WORK</u>	<u>CSEA</u>	<u>07/17/23 - CONTINUOUS</u>
<u>2324-07-001-800134</u>	<u>INSTRUCTIONAL ASSISTANT</u>	<u>FULL/PART-TIME AND/OR SUBSTITUTE WORK</u>	<u>CSEA</u>	<u>07/17/23 - CONTINUOUS</u>
<u>2324-07-001-558000</u>	<u>INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION</u>	<u>FULL/PART-TIME AND/OR SUBSTITUTE WORK</u>	<u>CSEA</u>	<u>07/17/23 - CONTINUOUS</u>

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
<u>2324-07-001-800033</u>	<u>INSTRUCTIONAL ASSISTANT</u> <u>SPECIAL NEEDS</u>	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	<u>07/17/23 -</u> <u>CONTINUOUS</u>
<u>2324-07-001-800118</u>	<u>LICENSED CLINICAL SOCIAL</u> <u>WORKER (LCSW)</u>	FULL-TIME	NON-REP	<u>07/17/23 -</u> <u>CONTINUOUS</u>
<u>2324-09-001-550800</u>	<u>NUTRITION SERVICE</u> <u>WORKER I</u>	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	<u>09/05/23 -</u> <u>CONTINUOUS</u>
<u>2324-07-001-570200</u>	<u>SECURITY OFFICER</u>	FULL-TIME AND/OR SUBSTITUTE WORK	SEIU	<u>07/17/23 -</u> <u>CONTINUOUS</u>
<u>2324-07-001-800073</u>	<u>SENIOR HEALTH SERVICES</u> <u>TECHNICIAN</u>	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	<u>07/20/23 -</u> <u>CONTINUOUS</u>
<u>2324-09-001-800086</u>	<u>WAREHOUSE WORKER/</u> <u>DELIVERY DRIVER</u>	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	<u>09/05/23 -</u> <u>CONTINUOUS</u>

11. RECESS TO CLOSED SESSION

A. Pursuant to Government Code 54957. Public Employee Performance Evaluation.

- Title: Director of Classified Personnel

It is moved the Personnel Commission adjourn to closed session.

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

The Personnel Commission adjourned to closed session at 4:43 p.m.

It is moved the Personnel Commission reconvene to open session:

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

The Personnel Commission adjourned to open session at 5:00 p.m.

12. REPORT OUT OF CLOSED SESSION – Chairperson Solache reported that the Director of Classified

Personnel's final probationary evaluation was completed.

13. NEXT MEETING DATE

Date: July 15, 2024 (Regular Meeting) **Time:** 4:30 p.m. **Day:** Monday

14. FUTURE ITEMS FOR AGENDA – None

15. REQUEST FOR UPDATES – None

16. ADJOURNMENT

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

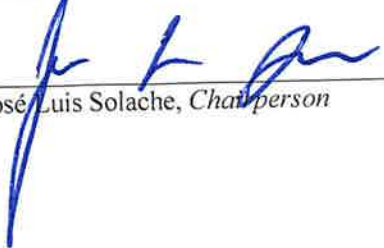
It is moved that the Personnel Commission adjourn the meeting at 5:03 p.m.

Respectfully submitted,



Jode Howard, Director, Classified Personnel

Attested:



José Luis Solache, Chairperson