



PERSONNEL COMMISSION
LYNWOOD UNIFIED SCHOOL DISTRICT
MINUTES for the REGULAR MEETING on
November 13, 2023 at 5:00 p.m.

1. CALL TO ORDER

Vice-Chairperson, José Luis Solache called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 5:07 p.m. on Monday, November 13, 2023. It was confirmed that the agenda was properly posted in conference with legal requirements.

2. FLAG SALUTE

Member, Oscar Moreno, led the Pledge of Allegiance.

3. SILENT REFLECTION

Vice-Chairperson, José Luis Solache, led the silent reflection. Mr. Solache asked everyone to join him in reflecting why we are here to promote our good policies for our students and staff.

4. ROLL CALL OF COMMISSIONERS

Ms. Maria Quiñonez, Chairperson - Absent
Mr. José Luis Solache, Vice-Chairperson - Present
Mr. Oscar Moreno, Member - 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: November 13, 2023

Action:	Motion	<u>O.M.</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 November 13, 2023 was moved by Mr. Moreno; seconded by Mr. Solache and was carried unanimously with 2 to 0 votes. Ms. Quiñonez was absent.

7. DIRECTOR'S REPORT

Ms. Howard provided an update to the Personnel Commission. Wished everyone a Happy Thanksgiving. She updated Commissioners on recruitment being at a steady pace. She also updated the Commission on the SEIU salary study.

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	Carlos Zaragoza, Director of Human Resources
District Administration	☐ Yes ☒ No	
CSEA Official Leadership	☒ Yes ☐ No	Diana Hawkins, President
SEIU Official Leadership	☐ Yes ☒ No	

Mr. Zaragoza thanked the Commission for inviting him to attend the Personnel Commission Meeting and wished everyone a great and safe holiday season.

Ms. Diana Hawkins, CSEA President, thanked the Personnel Commission for always inviting them to attend the Personnel Commission Meeting. She wished everybody happy holidays and invited the Commissioners to the next chapter meeting on December 13, 2023 @ 4:30 pm.

B. General Public (Request to Speak Form Required)

None

9. INFORMATION/DISCUSSION/APPROVAL/RATIFICATION

A. Approval of Personnel Commission Meeting Minutes

It is moved that the Personnel Commission approve the following Meeting Minutes (Ref.9.A).

REGULAR Personnel Commission Meeting Minutes October 16, 2023

Action: Motion O.M. 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 Mr. Moreno; seconded by Mr. Solache and was carried unanimously with 2 to 0 votes. Ms. Quiñonez was absent.

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

Approval of Item 9.B. of the PC Agenda was moved by Mr. Moreno; seconded by Mr. Solache and was carried unanimously. Ms. Quiñonez was absent.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
ACCOUNTANT	2324-09-001-800116	11/01/23	10
BILINGUAL/BILITERATE STIPEND – <i>Continuous (Group 2)</i>	2324-07-001-000000	11/09/23	2
CAMPUS MONITOR – <i>Continuous (Group 3)</i>	2324-07-001-800012	10/27/23	8
CAMPUS MONITOR – <i>Continuous (Group 4)</i>	2324-07-001-800012	11/09/23	5
DISTRICT RECORDS TECHNICIAN	2324-09-001-800020	10/25/23	14
FACILITIES PROJECT MANAGER (<i>Dual Certification</i>)	2324-09-001-800160	10/27/23	4
INSTRUCTIONAL ASSISTANT – <i>Continuous (Group 4)</i>	2324-07-001-800134	11/09/23	22
INSTRUCTIONAL ASSISTANT BILINGUAL– <i>Spanish</i>	2324-09-001-550800	11/03/23	16
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – <i>Continuous (Group 4)</i>	2324-07-001-558000	11/09/23	6
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – <i>Continuous (Group 4)</i>	2324-07-001-800033	11/09/23	11
NUTRITION SERVICE WORKER I – <i>Continuous (Group 2)</i>	2324-09-001-550800	11/03/23	22

10. Information Only:**A. Job Posting**

The following recruitments are currently open:

Examination Titles	Recruitment #	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 - <i>CONTINUOUS</i>
2324-07-001-550300	BUS DRIVER	FULL-TIME AND/OR SUBSTITUTE WORK	SEIU	07/17/23 - <i>CONTINUOUS</i>
2324-07-001-800012	CAMPUS MONITOR	PART-TIME AND/OR SUBSTITUTE WORK	SEIU	07/17/23 - <i>CONTINUOUS</i>
2324-11-002-800163	CERTIFIED STUDENT SUPPORT ANALYST	FULL-TIME	NON-REP	11/06/23 – 11/24/23
2324-10-001-550600	CUSTODIAN (<i>SUBSTITUTE</i>)	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	10/30/23 – 11/10/23

Examination Titles	Recruitment #	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2324-10-001-800127	DISPATCHER	FULL-TIME	NON-REP	11/06/23 – 11/24/23
2324-07-001-553000	HEALTH SERVICES TECHNICIAN	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - <i>CONTINUOUS</i>
2324-07-001-800134	INSTRUCTIONAL ASSISTANT	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - <i>CONTINUOUS</i>
2324-07-001-558000	INSTRUCTIONAL ASSISTANT <i>SPECIAL EDUCATION</i>	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - <i>CONTINUOUS</i>
2324-07-001-800033	INSTRUCTIONAL ASSISTANT <i>SPECIAL NEEDS</i>	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - <i>CONTINUOUS</i>
2324-07-001-800118	LICENSED CLINICAL SOCIAL WORKER (<i>LCSW</i>)	FULL-TIME	NON-REP	07/17/23 - <i>CONTINUOUS</i>
2324-09-001-550800	NUTRITION SERVICE WORKER I	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	09/05/23 - <i>CONTINUOUS</i>
2324-07-001-570200	SECURITY OFFICER	FULL-TIME AND/OR SUBSTITUTE WORK	SEIU	07/17/23 - <i>CONTINUOUS</i>
2324-07-001-800073	SENIOR HEALTH SERVICES TECHNICIAN	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	07/20/23 - <i>CONTINUOUS</i>
2324-09-001-800086	WAREHOUSE WORKER/ DELIVERY DRIVER	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	09/05/23 - <i>CONTINUOUS</i>

11. NEXT MEETING DATE

Date: December 11, 2023 (Regular Meeting) **Time:** 4:30 p.m. **Day:** Monday

12. FUTURE ITEMS FOR AGENDA -None

13. REQUEST FOR UPDATES – None

14. ADJOURNMENT

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

It is moved that the Personnel Commission adjourn the meeting at 5:13 p.m.

Respectfully submitted,


Jode Howard, Director, Classified Personnel

Attested:


Maria Quinonez, Chairperson