



PERSONNEL COMMISSION
LYNWOOD UNIFIED SCHOOL DISTRICT
MINUTES for the REGULAR MEETING on
August 14, 2023 at 5:45 p.m.

COMMISSIONERS PRESENT:

Maria Quiñonez, Chairperson
José Luis Solache, Vice-Chairperson
Oscar Moreno, Member

1. CALL TO ORDER/FLAG SALUTE/SILENT REFLECTION/ROLL CALL OF COMMISSIONERS

Chairperson, Maria Quiñonez called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 5:46 p.m. on Monday, August 14, 2023. The meeting was held in person. Confirmation that the agenda was properly posted in conference with legal requirements:

☒ YES

☐ NO

2. FLAG SALUTE

Member, Oscar Moreno led the Pledge of Allegiance.

3. SILENT REFLECTION

Vice-Chairperson, Jose Luis Solache, led the silent reflection. Mr. Solache asked everyone to join him in reflecting why we are here for, Lynwood Unified School District. Wishing everybody the best and positive energy to everyone as we start a new school year.

4. ROLL CALL OF COMMISSIONERS

- ☒ Ms. Maria Quiñonez, Chairperson
- ☒ Mr. José Luis Solache, Vice-Chairperson
- ☒ Mr. Oscar Moreno, Member

5. STAFF PRESENT

- ☒ Jode Howard, Director of Classified Personnel
- ☐ Veronica De Santiago, Personnel Technician
- ☒ Roselia Meza, Secretary
- ☐ Regina Ramos, Personnel Specialist
- ☐ Elva Ruiz, Personnel Specialist
- ☐ Fanny Young, Personnel Specialist

6. APPROVAL OF AGENDA

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

REGULAR Personnel Commission Meeting Agenda: August 14, 2023 – (NO CLOSED SESSION)

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

Approval of the Personnel Commission agenda for August 14, 2023 was moved by Mr. Moreno; seconded by Mr. Solache and was carried unanimously with 3 to 0 votes.

7. COMMENTS FROM COMMISSIONERS

Mr. Moreno echoed Mr. Solache's well wishes comment and the village that make up Lynwood Unified School District.

Mr. Solache echoed Mr. Moreno's comment and wished everybody luck and successful school year.

Ms. Quiñonez echoed what the commissioner's comments and thanked everybody for attending Mrs. Ormeo's retirement luncheon.

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

Ms. Diana Hawkins, CSEA President, thanked the Personnel Commission for always inviting them and she is sorry for missing Ms. Ormeo retirement celebration.

Mr. Solache commented on Ms. Ormeo's celebration for retirement that is was set up by Human Resources department and he missed the celebration as well.

General Public (Request to Speak Form Required):

Rodolfo N. Hernandez, Electrician topic to be address is "Equal Pay for Equal Work". Mr. Hernandez stated this is his 3rd meeting with the Personnel Commission and spoke on the same topic of salary. He would like an update on his previous submission to the Commission.

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 July 17, 2023

Action: Motion J.L.S. Second O.M. Call for the Question _____
Vote: Ayes 3 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 3 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).

Recommended Action:

☒ Routine Approval/Ratification

Action: Motion J.L.S. Second O.M. Call for the Question _____
Vote: Ayes 3 Noes 0

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

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
COMMUNITY SCHOOLS CASE MANAGER	2223-06-001-800161	08/01/23	55
INSTRUCTIONAL ASSISTANT – <i>Continuous (Group 1)</i>	2324-07-001-800134	08/08/23	14
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – <i>Continuous (Group 1)</i>	2324-07-001-558000	08/08/23	6
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – <i>Continuous (Group 1)</i>	2324-07-001-800033	08/08/23	2
BENEFITS AND PAYROLL MANAGER	2223-06-001-800036	08/10/23	7
STUDENT SERVICES ASSISTANT	2324-07-001-572000	08/10/23	11

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 – CONTINUOUS

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2324-07-001-550300	BUS DRIVER	FULL/PART-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
2324-07-001-800163	CERTIFIED STUDENT SUPPORT ANALYST	FULL-TIME	NON-REP	07/17/23 – 08/18/23
2324-07-001-553000	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
2324-07-001-800118	LICENSED CLINICAL SOCIAL WORKER (LCSW)	FULL-TIME	NON-REP	07/17/23 - CONTINUOUS
2324-08-001-800062	SCHOOL/COMMUNITY LIAISON	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	08/07/23 – 08/18/23
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
2324-08-001-570400	SENIOR NUTRITION SERVICES WORKER	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	08/07/23 – 08/25/23

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 O.M. Second J.L.S. Call for the Question
Vote: Ayes 3 Noes 0

The Personnel Commission adjourned to closed session at 5:58 p.m.

It is moved the Personnel Commission reconvene to open session:

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

The Personnel Commission adjourned to open session at 6:45 p.m.

12. REPORT OUT OF CLOSED SESSION

Information was received and no reportable action was taken.

13. NEXT MEETING DATE

Date: September 18, 2023 (Regular Meeting) **Time:** 5:45 p.m. **Day:** Monday

14. FUTURE ITEMS FOR AGENDA

Vice-Chairperson, Mr. Jose Luis Solache, requested to agendize any response to the public comment received today, either in closed session or in public agenda.

15. REQUEST FOR UPDATES – None

16. ADJOURNMENT

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

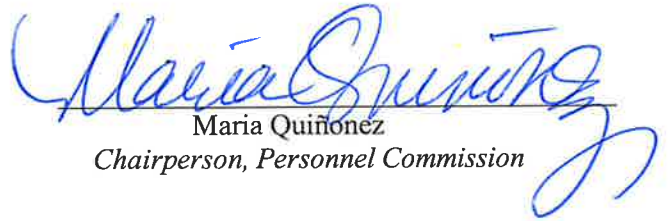
It is moved that the Personnel Commission adjourn the meeting at 6:47 p.m.

Respectfully submitted,

Attested:



Jode Howard
Director, Classified Personnel



Maria Quiñonez
Chairperson, Personnel Commission