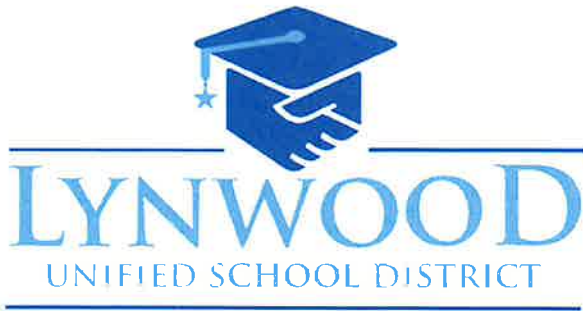




PERSONNEL COMMISSION
LYNWOOD UNIFIED SCHOOL DISTRICT
MINUTES for the REGULAR MEETING on
December 11, 2023 at 5:00 p.m.

1. CALL TO ORDER

Chairperson, Maria Quiñonez called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 5:04 p.m. on Monday, December 11, 2023. It was confirmed that the agenda was properly posted in conference within legal requirements.

2. FLAG SALUTE

Vice-Chairperson, José Luis Solache, led the Pledge of Allegiance.

3. SILENT REFLECTION

Member, Oscar Moreno led the silent reflection. Mr. Moreno requested everyone to reflect on the services this Commission and its staff render to the employees, students, families and the community of Lynwood Unified School District.

4. ROLL CALL OF COMMISSIONERS

Ms. Maria Quiñonez, Chairperson - *Present*
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: December 11, 2023

Action:	Motion	<u>J.L.S.</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 December 11, 2023 was moved by Mr. Solache; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Howard provided an update to the Personnel Commission. She wished everyone a safe holiday season. She updated Commissioners on the salary study and the information she is collecting besides salary which includes benefits, stipends, and contracts study for additional benefits. Ms. Howard congratulated Mr. Solache for becoming the Mayor of Lynwood.

8. COMMENTS FROM COMMISSIONERS

Mr. Moreno wishes everyone a happy holiday season.

Mr. Solache echoed Mr. Moreno's comments and wished that everyone would enjoy their time with friends and family.

Ms. Quiñonez wishes everyone a prosperous New Year and happy holiday season with their family. She wished Dr. Lucas well in his new endeavors.

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

Mr. Zaragoza thanked the Commission for inviting him to attend the Personnel Commission Meeting and thanked them for their services. He wished everyone a great and safe holiday season. Mr. Zaragoza acknowledged Ms. Howard for building some wonderful relationships with the unions in the 5 months that she has been here.

Ms. Diana Hawkins, CSEA President, thanked the Personnel Commission for always inviting them to attend the Personnel Commission Meeting. Ms. Hawkins congratulated Mr. Solache for being the Mayor of Lynwood. 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)

Rodolfo Hernandez stated he has been in the District for 28 years. He understands that the salary study for SEIU has been going at a steady pace. He shared his concerns for a fair wage for the trades but understands that there are problems with funding.

10. INFORMATION/DISCUSSION/APPROVAL/RATIFICATION

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 November 13, 2023

Action: Motion O.M. Second J.L.S. 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 Mr. Solache and was carried unanimously with 3 to 0 votes.

B. Swearing Into Office

The Oath of Office will be administered to Jose Luis Solache as the Board of Education Appointee to the Personnel Commission, with the Term of Office initiating December 1, 2023 for period of three years.

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 Mr. Solache and was carried unanimously with 3 to 0 votes.

C. Reorganization of the Personnel Commission

1. It is moved that Jose Luis Solache be nominated and approved as Chairperson of the Personnel Commission of Lynwood USD from December 1, 2023 thru November 30, 2024, in accordance with Education Code section 45247.

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

2. It is moved Oscar Moreno be nominated and elected as Vice-Chairperson of the Personnel Commission of Lynwood USD from December 1, 2023 thru November 30, 2024, in accordance with Education Code section 45247.

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

D. Approval of Expenditures for Organizations Relevant to Personnel Commission Responsibilities for the 2023-2024 school year.

It is moved that the Personnel Commission approve expenditures for the following training and conference for the year 2023-2024:

1. WRIPAC Compensation 101 Training for \$225.00 (Ref.10.B).
2. California School Personnel Commissioners Association Annual Conference for \$799.00 (Ref.10.C).

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

Approval of Item 10.D. of the PC Agenda was moved by Mr. Moreno; seconded by Mr. Solache and was carried unanimously with 3 to 0 votes.

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

Approval of Item 10.E. 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
CUSTODIAN	2324-10-001-550600	11/27/23	45
HEALTH SERVICES TECHNICIAN – Continuous (Group 3)	2324-07-001-553000	12/01/23	9
INSTRUCTIONAL ASSISTANT – Continuous (Group 5)	2324-07-001-800134	12/01/23	11
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – Continuous (Group 5)	2324-07-001-558000	12/01/23	6
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – Continuous (Group 5)	2324-07-001-800033	12/01/23	6
NUTRITION SERVICE WORKER I – Continuous (Group 3)	2324-09-001-550800	12/01/23	7
SENIOR HEALTH SERVICES TECHNICIAN – Continuous (Group 3)	2324-07-001-800073	12/01/23	3

11. 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>
2324-07-001-553000	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>
2324-11-002-800035	INTERPRETER/ TRANSLATOR	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	11/27/23 – 12/08/23
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>

Examination Titles	Recruitment #	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2324-11-001-800055	OCCUPATIONAL THERAPIST	FULL – TIME	NON-REP	11/27/23 – 12/15/23
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>

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

The Personnel Commission adjourned to closed session at 5:27 p.m.

It is moved the Personnel Commission reconvene to open session:

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

The Personnel Commission adjourned to open session at 6:13 p.m.

13. REPORT OUT OF CLOSED SESSION

The Commission evaluated the Director of Classified Personnel.

14. NEXT MEETING DATE

Date: January 17, 2024 (Regular Meeting) **Time:** 4:30 p.m. **Day:** Wednesday

15. FUTURE ITEMS FOR AGENDA -None

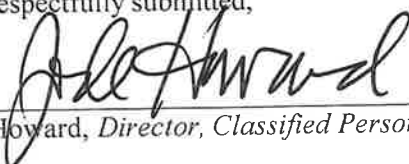
16. REQUEST FOR UPDATES – None

17. ADJOURNMENT

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

It is moved that the Personnel Commission adjourn the meeting at 6:14 p.m.

Respectfully submitted,


Jode Howard, Director, Classified Personnel

Attested:


Maria Quiñonez, Chairperson