



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on April 22, 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 4:35 p.m. on Monday, April 22, 2024. It was confirmed that the agenda was properly posted within legal requirements.

2. FLAG SALUTE

Vice-Chairperson, Oscar Moreno 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 - 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: April 22, 2024

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

Approval of the Personnel Commission agenda for April 22, 2024 was moved by Mr. Moreno; seconded by Ms. Quiñonez and was carried unanimously with 3 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Howard provided an update to the Personnel Commission on the SEIU salary study. She reported that the Chef Supervisor position received 25 applications. She also shared that the Commission would review the proposed budget for the upcoming year. She mentioned a few upcoming events such as the Arts Festival, the Run for Education, and Classified School Employee Week to be celebrated May 19-25, 2024.

8. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez wanted to commend CSEA for having the CSEA State Board at the District Office. Ms. Quiñonez wanted to send out good wishes and positive thoughts to Ms. Diana Hawkins.

Mr. Moreno suggested for staff to pace themselves as the school year closes.

Mr. Solache had no comment.

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	
District Administration	☐ Yes ☒ No	
CSEA Official Leadership	☒ Yes ☐ No	Tanya Smith, CSEA Representative Lillian Steptoe, CSEA Representative
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Tanya Smith wanted to thank Ms. Quiñonez for her attendance for the CSEA State Board meeting as well as the District Staff that attended. It was very much appreciated. Ms. Smith also mentioned the upcoming Classified School Employee Week and that classified employees feel appreciated knowing that their hard work does not go unnoticed.

B. General Public (Request to Speak Form Required)

Rodolpho Hernandez asked the Commission to resolve the salary study quickly. He would like to ask questions regarding the salary study once complete.

10. 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 March 18, 2024

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

B. Public hearing for the 2024-2025 proposed budget for the Personnel Commission per Education Code 45253(b)

A public hearing on the Personnel Commission's proposed budget for 2024-2025 will be held in accordance with the location, date and time specified below. Members of the governing board, District administration, employee representatives, employees and the public are invited to address the Commission with respect to its 2024-2025 proposed budget (Ref. 10.B).

Location: Lynwood USD, Education Center Date: April 22, 2024
11321 Bullis Road Time: 4:30 p.m.
Lynwood, CA 90262
Board Room

Hearing opened at 4:44 p.m. Motion M . Q . Second O . M . Vote 3 - 0
Hearing closed at 4:46 p.m. Motion O . M . Second M . Q . Vote 3 - 0

C. Adopt the 2024-2025 Budget for the Personnel Commission

It is moved that the Personnel Commission adopt the 2024-2025 budget for the Personnel Commission for the 2024- 2025 fiscal year, with a budget amount of \$802,434.00 (Ref. 10.B).

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

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

D. Approval of Membership and Expenditure Fees for Organizations Relevant to Personnel Commission Responsibilities for the Year 2024-2025

It is moved that the Personnel Commission approve membership fees and expenditures for the following professional organizations for the year 2024-25:

• California School Personnel Commissioners Association	\$1,100.00
• Cooperative Organization for the Development of Employee Selection Procedures (CODESP)	\$2,900.00
• eSkill Corporation	\$7,600.00
• NEOGOV/Governmentjobs.com eSkill Integration	\$1500.00
• Insight Subscription (NEOGOV/Governmentjobs.com)	\$18,000.00
• Personnel Commissions Association of Southern California	\$100.00
• Frontline (AESOP) 50% Classified & 50% Certificated = \$22,000.00	\$11,000.00
• Department of Justice 50% Classified & 50% Certificated = 10,000	\$20,000.00
• Iron Mountain 50% Classified & 50% Certificated = 3,000	\$6000.00

Action: Motion O.M. Second M.Q. 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 Ms. Quiñonez and was carried unanimously with 3 to 0 votes.

E. Approval of Personnel Commission Resolution on the Classified Employee Week and the Recognition of LUSD's 2023-2024 Classified Employees of the Year

It is moved that the Personnel Commission approve the attached Resolution on the Celebration of Classified Employee Week and the Recognition of LUSD's 2023-2024 Classified Employees of the Year (Ref.10.C).

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

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

F. 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 3 Noes 0

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

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
NUTRITION SERVICE WORKER I – Continuous (Group 6)	2324-09-001-550800	3/20/24	8
SECURITY OFFICER – Continuous (Group 4)	2324-007-001-570200	03/27/24	2
WAREHOUSE WORKER/DELIVERY DRIVER – Continuous (Group 4)	2324-09-001-800134	3/27/24	2
INSTRUCTIONAL ASSISTANT – Continuous (Group 9)	2324-07-001-800134	04/15/24	14
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – Continuous (Group 9)	2324-07-001-558000	04/15/24	9
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – Continuous (Group 8)	2324-07-001-800033	04/15/24	9

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 - 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

Examination Titles	Recruitment #	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2324-03-001-800165	CHEF SUPERVISOR	FULL-TIME	NON-REP	03/27/24 – 04/19/24
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
2324-09-001-550800	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-TIME AND/OR SUBSTITUTE WORK	SEIU	09/05/23 - CONTINUOUS

12. NEXT MEETING DATE

Date: May 13, 2024 (Regular Meeting)

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

13. FUTURE ITEMS FOR AGENDA - None

14. REQUEST FOR UPDATES – None

15. ADJOURNMENT

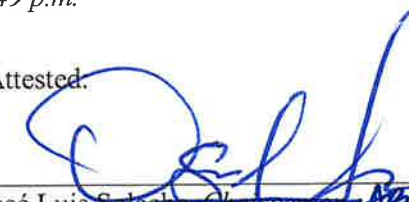
Action: Motion O.M. Second M.O. Call for the Question _____
Vote: Ayes 3 Noes 0

It is moved that the Personnel Commission adjourn the meeting at 4:49 p.m.

Respectfully submitted,


Joe Howard, Director, Classified Personnel

Attested.


~~Jose Luis Solache, Chairperson~~ **ABSENT**
VICE CHAIR OSCAR MORENO