



PERSONNEL COMMISSION
LYNWOOD UNIFIED SCHOOL DISTRICT
MINUTES for the REGULAR MEETING on
October 16, 2023 at 4:30 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 4:50 p.m. on Monday, October 16, 2023. The meeting was held in person. Confirmation that the agenda was properly posted in conference with legal requirements:

☒ YES ☐ NO

2. FLAG SALUTE

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

3. SILENT REFLECTION

Chairperson, Maria Quiñonez, led the silent reflection. Ms. Quiñonez asked everyone to join her in reflecting why we are here for Lynwood Unified School District.

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: October 16, 2023 – (NO CLOSED SESSION)

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

Approval of the Personnel Commission agenda for October 16, 2023 was moved by Mr. Solache; seconded by Ms. Quiñonez and was carried unanimously with 2 to 0 votes. Mr. Moreno was absent.

7. DIRECTOR'S REPORT

Ms. Howard provided an update to the Personnel Commission. On October 4, 2023 celebrated years of service for Classified Personnel. On October 9, 2023 we also had Professional Development for CSEA Classified Staff. Over 80 participated in the event. In addition, she shared she has been working on an exit process to ensure District property returns to the District as well as to obtain information on how to increase retention among current staff.

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)

George Murillo wanted to speak about training the Instructional Assistant Special Needs and CLM staff of how to handle the kids and situations with special education.

Entity	Present	Representative
Board of Education	☒ Yes ☐ No	Dr. Lucas, Brian, Assistant Superintendent
District Administration	☐ Yes ☒ No	
CSEA Official Leadership	☒ Yes ☐ No	<i>Diana Hawkins, President</i>
SEIU Official Leadership	☐ Yes ☒ No	

Dr. Lucas thanked the Commission for inviting him to attend the Personnel Commission Meeting. Dr. Lucas praised Ms. Howard for doing a phenomenal job right from the start.

Ms. Diana Hawkins, CSEA President, thanked the Personnel Commission for always inviting them to attend the Personnel Commission Meeting. She commented on the years of service event on October 4, 2023.

B. General Public (Request to Speak Form Required)

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 September 18, 2023

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

Approval of Item 9.A. of the PC Agenda was moved by Mr. Solache; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes.

B. Approval of Personnel Commission Meeting Calendar for the 2023-2024 School Year.

It is moved that the Personnel Commission discuss and approve the revisions to the Personnel Commission Meeting Calendar for the 2023-2024 school year (Ref.9.B.).

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

Approval of Item 9.B. of the PC Agenda was moved by Mr. Solache; seconded by Ms. Quiñonez and was carried unanimously with 2 to 0 votes.

C. Approval of Membership and Expenditure Fees for Organizations Relevant to Personnel Commission Responsibilities for the 2023-2024 school year.

It is moved that the Personnel Commission approve membership fees and expenditures for the following professional organizations for the year 2023-2024:

• Insight Subscription (NEOGOV/Governmentjobs) 01/20/24 – 01/19/25 (Ref.9.C)	\$16,349.00
• Department of Justice (50% Classified & 50% Certificated) = \$24,000.00	\$12,000.00

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

Approval of Item 9.C. of the PC Agenda was moved by Mr. Solache; seconded by Ms. Quiñonez and was carried unanimously with 2 to 0 votes.

D. Educational Management Solutions Job Classification and Salary Study (Information/Discussion)

It is moved that the Personnel Commission discuss the job classification and salary study completed by Education Management Solutions also known as EMS.

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

Approval of Item 9.D. of the PC Agenda was moved by Mr. Solache; seconded by Ms. Quiñonez and was carried unanimously with 2 to 0 votes.

Ms. Howard shared information and an update about the Educational Management Solutions Job Classification and Salary Study.

Mr. George Murillo inquired about the salary study recommendations and Ms. Howard provided a response and stated that she would speak to him further in person about his questions.

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).

Recommended Action:

☒ Routine Approval/Ratification

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

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

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
BILINGUAL/BILITERATE STIPEND – <i>Continuous (Group 1)</i>	2324-07-001-000000	09/25/23	8
CAMPUS MONITOR – <i>Continuous (Group 2)</i>	2324-07-001-800012	09/26/23	11
HEALTH SERVICES TECHNICIAN – <i>Continuous (Group 2)</i>	2324-07-001-553000	10/13/23	6
INSTRUCTIONAL ASSISTANT – <i>Continuous (Group 3)</i>	2324-07-001-800134	10/13/23	27
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – <i>Continuous (Group 3)</i>	2324-07-001-558000	10/13/23	17
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – <i>Continuous (Group 3)</i>	2324-07-001-800033	10/13/23	10
LICENSED CLINICAL SOCIAL WORKER – <i>Continuous (Group 2)</i>	2324-07-001-800118	10/13/23	2
NUTRITION SERVICE WORKER I – <i>Continuous (Group 1)</i>	2324-09-001-550800	10/02/23	10
SECURITY OFFICER – <i>Continuous (Group 1)</i>	2324-07-001-570200	10/06/23	9
SENIOR HEALTH SERVICES TECHNICIAN – <i>Continuous (Group 2)</i>	2324-07-001-800073	10/13/23	1
SENIOR NUTRITION SERVICES WORKER	2324-08-001-570400	09/25/23	3
WAREHOUSE WORKER/DELIVERY DRIVER – <i>Continuous (Group 1)</i>	2324-09-001-800134	10/06/23	4

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

The following recruitments are currently open:

Examination Titles	Recruitment #	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2324-09-001-800116	ACCOUNTANT	FULL-TIME	CSEA	09/25/23 – 10/13/23
2324-07-001-000000	BILINGUAL/BI-LITERATE STIPEND EXAM	ONLY PERMANENT OR PROBATIONARY CSEA LUSD EMPLOYEES	CSEA/CONF.	07/17/23 - <i>CONTINUOUS</i>

Examination Titles	Recruitment #	Fields of Competition	Unit Affiliation	Open Date & Closing Date
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>
2324-10-001-800151	COMMUNICATIONS INTERN	INTERN PART-TIME AND/OR INTER FULL-TIME	INTERN/ NON-REP	10/02/23 – 10/13/23
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>
2324-10-001-550800	INSTRUCTIONAL ASSISTANT-BILINGUAL <i>(Spanish)</i>	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	10/02/23 – 10/20/23
2324-07-001-800118	LICENSED CLINICAL SOCIAL WORKER	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/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	07/17/23 <i>CONTINUOUS</i>
2324-07-001-800073	SENIOR HEALTH SERVICES TECHNICIAN	FULL-TIME AND/OR SUBSTITUTUTE 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. RECESS TO CLOSED SESSION

A. Pursuant to Government Code 54954.5: “PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE”

It is moved the Personnel Commission adjourn to closed session.

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

The Personnel Commission adjourned to closed session at 5:16 p.m.

It is moved the Personnel Commission reconvene to open session:

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

The Personnel Commission adjourned to open session at 5:42 p.m.

12. REPORT OUT OF CLOSED SESSION

Ms. Quinonez reported that in closed session the decision was upheld by the Commission, it was moved by Mr. Solache; seconded by Ms. Quiñonez and was carried unanimously with a 2-0 vote.

13. NEXT MEETING DATE

Date: November 13, 2023 (Regular Meeting) **Time:** 4:30 p.m. **Day:** Monday

14. FUTURE ITEMS FOR AGENDA

15. REQUEST FOR UPDATES – None

16. ADJOURNMENT

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

It is moved that the Personnel Commission adjourn the meeting at 5:44 p.m.

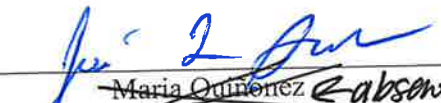
Respectfully submitted,

Attested:



Jode Howard

Director, Classified Personnel



~~Maria Quiñonez~~ ← absent
Chairperson, Personnel Commission
Jose Luis Solache
Vice chairperson, Personnel
Commission