



PERSONNEL COMMISSION
LYNWOOD UNIFIED SCHOOL DISTRICT
MINUTES for the REGULAR MEETING on
January 17, 2024 at 4:30 p.m.

1. CALL TO ORDER

Vice-Chairperson, Oscar Moreno called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 5:34 p.m. on Wednesday, January 17, 2024. It was confirmed that the agenda was properly posted in conference within legal requirements.

2. FLAG SALUTE

Member, Maria Quiñonez, led the Pledge of Allegiance.

3. SILENT REFLECTION

Vice-Chairperson, Oscar Moreno led the silent reflection.

4. ROLL CALL OF COMMISSIONERS

Ms. Maria Quiñonez, Member - Present

Mr. José Luis Solache, Chairperson - Absent

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: January 17, 2024

Action:	Motion	<u>M.Q.</u>	Second	<u>O.M.</u>	Call for the Question	_____
Vote:	Ayes	<u>2</u>	Noes	<u>0</u>		

Approval of the Personnel Commission agenda for January 17, 2024 was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 2 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Howard provided an update to the Personnel Commission. She wished everyone a Happy New Year. She updated Commissioners on hiring and regular duties. Ms. Howard and the HR team pushed out some initiatives and created a secretaries committee to have the secretaries better informed on a consistent basis. The HR team is also thinking of launching a secretaries training buddy as well in order to help new secretaries. Ms. Howard informed the Personnel Commission of the changes during Dr. Lucas departure. Mr. Zaragoza is now the Interim Superintendent of Human Resources and Ms. Rescinito

is the Interim Director of Human Resources. The salary study information has been collected for all SEIU classification. The next step will be to put all the information in a spreadsheet for analysis.

8. **COMMENTS FROM COMMISSIONERS**

Mr. Moreno echoed Ms. Quiñonez well wishes and good health.

Ms. Quiñonez wishes everyone a happy New Year and wishes everyone abundance, love, happiness, and wealth. Ms. Quiñonez wanted to inform Ms. Hawkins that she will be attending the CSEA installation and is looking forward to it.

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

Ms. Diana Hawkins, CSEA President, thanked the Personnel Commission for always inviting them to attend the Personnel Commission Meeting. Ms. Hawkins wanted to wish everyone a Happy New Year. Ms. Hawkins thanked Ms. Quiñonez for accepting their invitation.

B. **General Public (Request to Speak Form Required)**

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 December 11, 2023

Action: Motion M.Q. Second O.M. Call for the Question _____
Vote: Ayes 2 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 2 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).

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

Approval of Item 10.B. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
CERTIFIED STUDENT SUPPORT ANALYST (Grant Funded Position)	2324-11-001-800163	12/15/23	4
DISPATCHER	2324-10-001-800127	12/15/23	5
INSTRUCTDIONAL ASSISTANT- Continuous (Group 6)	2324-07-001-800134	01/17/24	12
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – Continuous (Group 6)	2324-07-001-558000	01/17/24	11
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – Continuous (Group 6)	2324-07-001-800033	01/17/24	13
INTERPRETER/TRANSLATOR	2324-11-001-800035	12/22/23	12
LICENSED CLINICAL SOCIAL WORKER – Continuous (Group 3)	2324-07-001-800118	12/15/23	2
NUTRITION SERVICE WORKER I – Continuous (Group 4)	2324-09-001-550800	01/11/24	10
SECURITY OFFICER – Continuous (Group 2)	2324-07-001-570200	12/15/23	6
SENIOR ACCOUNTING ASSISTANT	2223-10-001-800066	12/14/23	8
WAREHOUSE WORKER/DELIVERY DRIVER – Continuous (Group 2)	2324-09-001-800134	12/15/23	6

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
2324-07-001-553000	HEALTH SERVICES TECHNICIAN	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	07/17/23 - CONTINUOUS

Examination Titles	Recruitment #	Fields of Competition	Unit Affiliation	Open Date & Closing Date
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>

12. REPORT OUT OF CLOSED SESSION - None

13. NEXT MEETING DATE

Date: February 21, 2024 (Regular Meeting) Time: 4:30 p.m. Day: Wednesday

14. FUTURE ITEMS FOR AGENDA -None

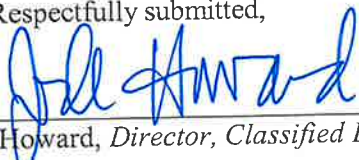
15. REQUEST FOR UPDATES – None

16. ADJOURNMENT

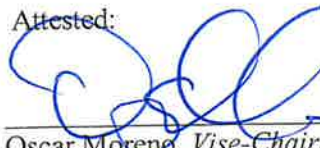
Action: Motion M.Q. Second O.M. Call for the Question _____
Vote: Ayes 2 Noes 0

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

Respectfully submitted,


Jode Howard, Director, Classified Personnel

Attested:


Oscar Moreno, Vice-Chairperson