



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on March 18, 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 4:31 p.m. on Monday, March 18, 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

Chairperson, José Luis Solache led the silent reflection, as we come together and gather our thoughts and want to reflect on the purpose and the reasons of why we are here as the Personnel Commission is to give service to our community, our students, the Board of Education, the Administration and the School District.

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: March 18, 2024

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

Approval of the Personnel Commission agenda for March 18, 2024 was moved by Mr. Moreno; seconded by Mr. Solache and was carried unanimously with 2 to 0 votes. Ms. Quiñonez arrived late.

7. DIRECTOR'S REPORT

Ms. Howard provided an update to the Personnel Commission on the SEIU salary study. She also shared that the proposed budget amount will remain the same as the previous year.

8. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez mentioned that the Personnel Commission along with Ms. Howard sent a get-well gift and card to Ms. Hawkins hoping for a quick recovery.

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	Mr. Zaragoza, Interim Assistant Superintendent of Human Resources Dr. Janson, Assistant Superintendent of Business Services
CSEA Official Leadership	☒ Yes ☐ No	Tanya Smith, CSEA Representative Lillian Steptoe, CSEA Representative
SEIU Official Leadership	☐ Yes ☒ No	

Mr. Zaragoza and Dr. Janson shared with the Commission the good job Ms. Howard has done during the time she has been here in the District.

Ms. Tanya Smith updated the Commissioners and the Director of Classified Personnel of Ms. Hawkins' well-being. She also reminded the Commissioners of the CSEA State Board Meeting to be held in Lynwood on Saturday, March 23, 2024 starting at 7:30am with breakfast.

The Personnel Commissioners shared there well wishes and a swift recovery to Ms. Hawkins.

B. General Public (Request to Speak Form Required)

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 February 21, 2024

Action: Motion M.Q. 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. Personnel Commission 2024-2025 Budget First Reading

It is moved that the Personnel Commission is presented with the first budget reading for the 2024-2025 fiscal year and (Ref.10.B).

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 Ms. Quiñonez and was carried unanimously with 3 to 0 votes.

C. Personnel Commission Meeting Calendar for the 2024-2025 school year.

It is moved that the Personnel Commission discuss and revise the Personnel Commission Meeting Calendar for the 2024-2025 school year (Ref.10.C).

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 Establishing the Classification and Recommended Salary Range for Chef Supervisor

It is moved that the Personnel Commission approve establishing the classification and recommended salary range of \$328 - \$5,995.00 - \$7,286.00 monthly for Chef Supervisor and approve the associated classification specification, in accordance with Education Code Section 45267. (Ref.10.D)

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. 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
BILINGUAL/BILITERATE STIPEND – Continuous (Group 5)	2324-07-001-000000	03/15/24	4
CAMPUS MONITOR – Continuous (Group 7)	2324-07-001-800012	03/15/24	13
INSTRUCTIONAL ASSISTANT – Continuous (Group 8)	2324-07-001-800134	03/18/24	12
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – Continuous (Group 8)	2324-07-001-558000	03/18/24	3
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – Continuous (Group 8)	2324-07-001-800033	03/18/24	15

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
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. 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 M.Q. Call for the Question _____
Vote: Ayes 3 Noes 0

The Personnel Commission adjourned to closed session at 4:46 p.m.

It is moved the Personnel Commission reconvene to open session:

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

The Personnel Commission adjourned to open session at 5:07 p.m.

13. REPORT OUT OF CLOSED SESSION - Directors evaluation was completed.

14. NEXT MEETING DATE

Date: April 22, 2024 (Regular Meeting)

Time: 4:30 p.m.

Day: Monday

15. FUTURE ITEMS FOR AGENDA

Mr. Solache requested that the Director of Classified Personnel's final probationary evaluation be added to the Personnel Commission Agenda in June 2024.

16. REQUEST FOR UPDATES – None

17. ADJOURNMENT

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

It is moved that the Personnel Commission adjourn the meeting at 5:09 p.m.

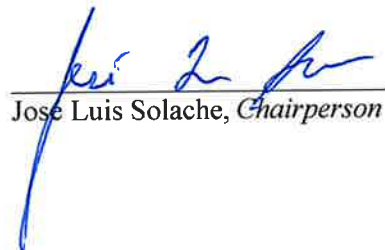
Mr. Solache dedicated the PC meeting to Kyeisha Jackson a LUSD graduate who unexpectedly passed away on Feb. 26, 2024.

Respectfully submitted,



Jode Howard, Director, Classified Personnel

Attested:



Jose Luis Solache, Chairperson