



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on February 21, 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 4:36 p.m. on Wednesday, February 21, 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, reminding everyone of their service to students, parents, staff, and community. Ms. Quiñonez wished everyone good luck in the Spelling Bee competition.

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: February 21, 2024

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

Approval of the Personnel Commission agenda for February 21, 2024 was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Howard provided an update on the SEIU salary study which has 17 more classifications to gather data for. Ms. Howard reminded the Commissioners that once the salary study is put together it will have to go to SEIU and the District to review, and then it will go to the Commissioners for approval and then back to the District for negotiations for SEIU. Ms. Howard wished everyone good luck for the Spelling Bee. Ms. Howard also wished Ms. Diana Hawkins well and to have a swift recovery.

8. COMMENTS FROM COMMISSIONERS

Mr. Moreno wished everyone a Happy Valentines.

Ms. Quiñonez mentioned that she was in attendance with Dr. Crosthwaite for the CSEA Installation and had a great time. She thanked CSEA for the invitation.

Mr. Solache apologized for missing the last meeting and wished everyone well.

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>Lillian Steptoe, Representative CSEA</i>
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Lillian Steptoe updated the Commissioners and the Director of Classified Personnel of Ms. Hawkins well-being. Ms. Hawkins has been recovering slowly but doing well. She also reminded the Commissioners of the State Board of CSEA will be held in Lynwood on Saturday, March 23, 2024 at 9:00am. Ms. Steptoe is cordially inviting the Commissioners.

Mr. Solache shared his well wishes to Ms. Hawkins.

B. General Public (Request to Speak Form Required)

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/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	09/05/23 - CONTINUOUS

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 January 17, 2024

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

Approval of Item 10.B. 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 3)	2324-07-001-000000	01/19/24	3
BILINGUAL/BILITERATE STIPEND – Continuous (Group 4)	2324-07-001-000000	02/06/24	2
CAMPUS MONITOR – Continuous (Group 5)	2324-07-001-800012	01/19/24	11
CAMPUS MONITOR – Continuous (Group 6)	2324-07-001-800012	02/06/24	10
HEALTH SERVICES TECHNICIAN – Continuous (Group 4)	2324-07-001-553000	02/01/24	2
INSTRUCTIONAL ASSISTANT – Continuous (Group 7)	2324-07-001-800134	02/20/24	16
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – Continuous (Group 7)	2324-07-001-558000	02/20/24	22
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – Continuous (Group 7)	2324-07-001-800033	02/20/24	18
LICENSED CLINICAL SOCIAL WORKER – Continuous (Group 4)	2324-07-001-800118	02/01/24	5
NUTRITION SERVICE WORKER I – Continuous (Group 5)	2324-09-001-550800	02/12/24	9
OCCUPATIONAL THERAPIST	2324-11-001-800055	01/19/24	9
SECURITY OFFICER – Continuous (Group 3)	2324-07-001-570200	01/24/24	3
WAREHOUSE WORKER/DELIVERY DRIVER – Continuous (Group 3)	2324-09-001-800134	01/24/24	2

12. **NEXT MEETING DATE**

Date: March 18, 2024 (Regular Meeting)

Time: 4:30 p.m.

Day: Monday

13. **FUTURE ITEMS FOR AGENDA** - *Director of Classified Personnel probationary evaluation.*

14. **REQUEST FOR UPDATES** - *None*

15. **ADJOURNMENT**

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

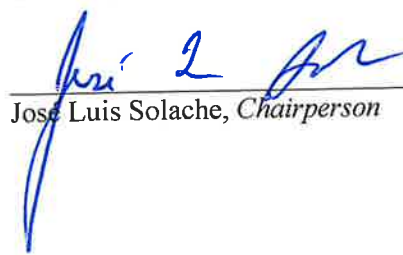
It is moved that the Personnel Commission adjourn the meeting at 4:46 p.m.

Respectfully submitted,



Jode Howard, Director, Classified Personnel

Attested:



Jose Luis Solache, Chairperson