



PERSONNEL COMMISSION
LYNWOOD UNIFIED SCHOOL DISTRICT
MINUTES for the REGULAR MEETING on
September 18, 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 4:35 p.m. on Monday, September 18, 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

Member, Oscar Moreno requested everyone to reflect on the services this Commission and its staff render to the employees, students, families and the community of 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: September 18, 2023 – (NO CLOSED SESSION)

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

Approval of the Personnel Commission agenda for September 18, 2023 was moved by Mr. Moreno; seconded by Mr. Solache and was carried unanimously with 3 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Howard thanked the Commissioners for allowing to shared a Director's Report in PC Meeting. Ms. Howard praised the Classified Personnel staff for processing well over 80 staff. As a reward she had a pizza party for Human Resources. There are 16 positions starting on September 21, 2023 for Community Schools Case Manager. She provided an update on Agenda items 9.B. – 9.E.

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)

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. She expressed how the members are very sad and concerned about the health benefits getting expensive.

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 August 14, 2023

Action: Motion J.L.S. Second O.M. 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 Job Description Updates for Facilities Project Manager

It is moved that the Personnel Commission approve job description updates for Facilities Project Manager and approve the associated classification specification, in accordance with Education Code Section 45267. This position will end upon the completion of the Lynwood High School construction project. The anticipated project completion date is August 2027 (Ref.9.B).

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

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

C. Approval of Title Change Public Information Officer

It is moved that the Personnel Commission approve the title change, with no change to compensation, of Public Information Officer (128M) to Communications Officer (128M), in accordance to Education Code Section 45267.

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

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

D. Approval of Re-establishing the Classification and Salary Range for Testing Technician

It is moved that the Personnel Commission approve re-establishing the classification and salary range of E123 (\$46,944.00 - \$57,252.00 Annually) for Testing Technician and approve the associated classification specification, in accordance with Education Code Section 45267 (Ref.9.D).

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

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

E. Education 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	<u>O.M.</u>	Second	<u>J.L.S.</u>	Call for the Question	_____
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>		

Approval of Item 9.E. of the PC Agenda was tabled and moved to the next meeting by Mr. Moreno; seconded by Mr. Solache 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).

Recommended Action:

☒ Routine Approval/Ratification

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

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

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
ASSISTANT DIRECTOR OF CUSTODIAL, GROUNDS AND TRANSPORTATION SERVICES	2324-08-001-599017	09/15/23	10
CAMPUS MONITOR	2324-07-001-800012	08/15/23	3
CERTIFIED STUDENT SUPPORT ANALYST	2423-07-001-800163	09/08/23	7
HEALTH SERVICE TECHNICIAN	2324-07-001-553000	08/25/23	3
INSTRUCTIONAL ASSISTANT	2324-07-001-800134	09/15/23	28
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION	2324-07-001-558000	09/15/23	24
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	2324-07-001-800033	09/15/23	29
LICENSED CLINICAL SOCIAL WORKER	2324-07-001-800118	08/29/23	7
SCHOOL COMMUNITY LIAISON	2324-08-001-800062	09/06/23	23
SECRETARY	2324-08-001-600011	09/15/23	24
SENIOR HEALTH SERVICES TECHNICIAN	2324-07-001-800073	08/25/23	3

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

The following recruitments are currently open:

Examination Titles	Recruitment #	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2324-07-001-000000	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/PART-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

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
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
2324-08-001-570400	SENIOR NUTRITION SERVICES WORKER	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	08/07/23 – 08/25/23

11. NEXT MEETING DATE

Date: October 16, 2023 (Regular Meeting) **Time:** 5:45 p.m. **Day:** Monday

12. FUTURE ITEMS FOR AGENDA – Item E has been moved the next Personnel Commission Meeting on October 16, 2023.

13. REQUEST FOR UPDATES – None

14. ADJOURNMENT

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

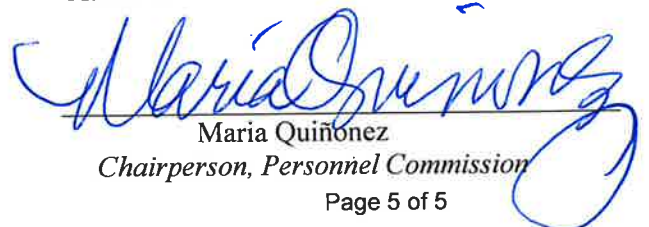
It is moved that the Personnel Commission adjourn the meeting at 4:54 p.m.

Respectfully submitted,



Jode Howard
Director, Classified Personnel
Ref. 9.A

Attested:


Maria Quiñonez
Chairperson, Personnel Commission
Page 5 of 5



2023-2024

PERSONNEL COMMISSION MEETING CALENDAR

Meeting Location:

District Office, Education Center
11321 Bullis Rd. Lynwood, CA 90262
Board Room B

Meeting Time:

Personnel Commission meetings are typically held at 4:30 p.m.

Month	Date	Year	Day	Meeting Category
July	17	2023	Monday	Regular
August	14	2023	Monday	Regular
September	18	2023	Monday	Regular
October	16	2023	Monday	Regular (Room 203)
November	13	2023	Monday	Regular
December	11	2023	Monday	Regular (PC Reorganization)
January	17	2024	Wednesday	Regular (Martin Luther King Jr. Holiday)
February	21	2024	Wednesday	Regular (Presidents' Day Holiday)
March	18	2024	Monday	Regular (PC Budget First Reading)
April	15	2024	Monday	Regular (PC Budget Public Hearing/Adoption)
May	13	2024	Monday	Regular
June	17	2024	Monday	Regular

NOTE: Meeting dates are subject to change based on approval by the Personnel Commission. Staff will publicly post changes prior to the meeting. Not all Regular Personnel Commission meetings will be held on the third week of every month, as a result of the school year calendar. Staff will schedule Special Personnel Commission meetings as needed throughout the year, but will not be calendared within the official regular meeting calendar.



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