



BOARD AGENDA

Special Meeting

April 8, 2021



**SPECIAL MEETING OF THE
BOARD OF EDUCATION**

**April 8, 2021
5:30PM**

Pursuant to Government Code Section 54956 and Education Code Section 35144, the Special Meeting of the Board of Education will be held on April 08, 2021, to conduct its business meeting at the Education Center 11321 Bullis Road, Board Room B-105, B-106, Lynwood, California, 90262. Closed Session to be held at 5:30 p.m. to 6:00 p.m, and will reconvene into Open Session at 6:00 p.m. Closed Session will be conducted in accordance with the requirements set forth by California law.

1. IMPORTANT ADVISORY REGARDING PUBLIC MEETING (COVID-19)

Teleconferencing and/or electronic conferencing will be used during this meeting, in accordance with the Governor's Executive Order N-29-20, dated March 17, 2020.

This meeting will be conducted in accordance with the most recently issued and amended Blueprint for a Safer Economy of the State of California and the County of Los Angeles Department of Public Health Order related to Reopening Safer at Work and in the Community for Control of COVID-19.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, including auxiliary aids or services, please contact the Superintendent's Office at 310-886-1602. Notification at least 18 hours prior to the meeting will enable the District to make reasonable arrangements to provide accessibility to the Board meeting.

The public has the opportunity to address the Board on any item of interest within the Board's subject matter jurisdiction and any item appearing on the agenda. Public comment may be provided live via Zoom or electronically through a temporary public comment email established for Lynwood Unified School District Board of Education Meetings at boardcomm@mylUSD.org.

All public comments are governed by Board Bylaw 9323. Each speaker is limited to 3 minutes and will be given the opportunity to address the Board in the order that the request to speak is received. If translation services are required, an additional one (1) minute will be allotted. The Board of Education has determined that a cumulative total of 20 minutes is a reasonable amount of time for public comment.

Those who have a group concern are encouraged to select a spokesperson to address the Board. A copy of the full agenda is available for view at the Reception Desk area of the district office at 11321 Bullis Rd., Lynwood, California, 90262. Also, at the district web site www.lynwood.k12.ca.us.

Instructions for Public Comments via Zoom:

Requests to provide live comment via Zoom during the Board meeting can be made by completing the following Public Comment Google Form: <https://forms.gle/2v2U4k3ar1q6KkzHA> or by calling (310) 886-1602. Requests must be submitted by **4:00 p.m. on Thursday, April 8, 2021.**

Instructions for Public Comments Submitted Electronically:

The public may submit public comments electronically through a temporary public comment email established for Lynwood Unified School District Board of Education Meetings at boardcomm@mylUSD.org. Electronic public comments must be submitted by **4:00 p.m. on Thursday, April 8, 2021.**

Any public comments received via email after the time indicated will not be included in the record.

Comments submitted by email and read during meetings are governed by Board Bylaw 9323. Each comment received is limited to 3 minutes and will be read in the order that the email is received.

Please include the following in your email:

- 1.) Full Name
- 2.) Address
- 3.) Phone Number
- 4.) Board Meeting Date
- 5.) Subject: Public Comment for Closed Session OR Open Session
- 6.) Agenda Item/Topic

The District will be using the Zoom and Google Meet communication platform for this meeting.

Join Zoom Meeting:

Webinar Link:

<https://mylusd-org.zoom.us/j/86274418736?pwd=RFBKbE94elVIT21JbVZZRzlSOHZSZz09>

Phone Number: +1 669 900 9128

Webinar ID: 862 7441 8736

Passcode: 930227

Live Video Stream on Facebook:

<https://www.facebook.com/LynwoodUSD>

For Spanish Audio Translation on Google Meet:

Phone Number: +1 385-999-6177

PIN: 844 736 873#

A G E N D A

2. CALL TO ORDER

3. ROLL CALL by Gudiel R. Crosthwaite, Ph.D. – Superintendent & Secretary to the Board

Mrs. Maria G. Lopez, President

Mr. Alfonso Morales, Esq., Clerk

Mr. Gary Hardie, Jr., Member

Dr. Alma Carina Castro, Member

Legal Counsel – Olivarez Madruga Lemieux O'Neill, LLP

**4. APPROVAL OF AGENDA OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION
ON APRIL 8, 2021**

Motion _____ Second _____ Vote _____

5. PUBLIC COMMENT/COMMUNICATIONS

Per Board Policy #9323, three (3) minutes may be allotted to each speaker to address Closed Session Items Only. (Closed Session items may be continued to end of meeting if necessary.)

Public comment will be conducted as outlined under Item No. 1: Important Advisory Regarding Public Meeting (COVID-19).

6. GOVERNING BOARD - Recess to Closed Session

6.A. Conference with Legal Counsel – Anticipated/Potential Litigation – Pursuant to GC § 54956.9(d)(4)

6.A.1. Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section
54956.9: One (1) Case

- 6.B. Public Employment/Public Employee Performance Evaluation/Public Employee Discipline
Dismissal/Release/Appointment (Pursuant to GC § 54957)
6.B.1. Superintendent's Evaluation

7. RECONVENE INTO OPEN SESSION/CALL TO ORDER

- 8. ROLL CALL** by Gudiel R. Crosthwaite, Ph.D. – Superintendent & Secretary to the Board
Mrs. Maria G. Lopez, President
Mr. Alfonso Morales, Esq., Clerk
Mr. Gary Hardie, Jr., Member
Dr. Alma Carina Castro, Member
Legal Counsel – Olivarez Madruga Lemieux O'Neill, LLP

9. FLAG SALUTE

10. PUBLIC COMMENT/COMMUNICATIONS

- 10.A. Presentation of Applicants to the Vacant Seat on the School Board

- 10.B. Public Comment

No action or discussion is permitted on any item not included on the posted agenda per GC § 54954.2 (a). No action may be taken and no discussion held on items raised by the public except as provided in GC § 54954.2 (b).

Public comment will be conducted as outlined under Item No. 1: Important Advisory Regarding Public Meeting (COVID-19).

11. ACTION ITEMS

- 11.A. Board Deliberation and Appointment of School Board Member to Fill the Existing Vacancy on the Lynwood Unified School District Board of Education Effective April 8, 2021, or Such Later Date of Administration of the Oath of Office, through December 2022

Motion _____ Second _____ Vote _____

- 11.B. Administration of the Oath of Office for Newly-Appointed Governing Board Member

Motion _____ Second _____ Vote _____

- 11.C. Election of Officers of the Board of Education from April 2021 to December 2021

1. President

Disposition	Motion:	
	Second:	
	Vote:	

2. Vice President

Disposition	Motion:	
	Second:	
	Vote:	

3. Clerk

Disposition	Motion:	
	Second:	
	Vote:	

4. Secretary to the Board - **Superintendent: Gudiel R. Crosthwaite, Ph.D.**

Disposition	Motion:	
	Second:	
	Vote:	

12. CONSENT AGENDA

12.A. HUMAN RESOURCES - CLASSIFIED

- 12.A.1. Request Approval of Classified Personnel Report: Personnel Assignments, Employment, Leaves, and Separations

12.B. BUSINESS SERVICES

- 12.B.1. Request Approval to Enter Into a Service Agreement with Enviser Co. for the Preventative HVAC Maintenance Program beginning April 15, 2021 through April 14, 2022

13. REPORT OUT OF CLOSED SESSION

14. ADJOURNMENT

PUBLIC COMMENT/ COMMUNICATIONS

Special Meeting of the Board of Education
Thursday, April 8, 2021
Lynwood USD - 11321 Bullis Road, Lynwood, CA 90262

10.A. Presentation of Applicants to the Vacant Seat on the School Board

Rationale:

The following individuals submitted their application and letters of intent by the deadline of March 31, 2021. Pursuant to Education Code 35107, any "person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications." Each applicant is found eligible to apply for appointment to the Board.

Applicants:

Calloway, Andrew	Navarro Serratos, Nancy Nohely
Del Real-Calleros, Julian	Ortega Martinez, Ricardo
Flores, Natalia	Perez, Axel
Gonzalez, Angel	Rivera, Ruby

Each applicant will be given three (3) minutes to speak before the Board during open session, or such time as the Board determines during the meeting.

Financial Impact:

Renewal Contract/Item ☐ New Contract/Item ☒

Requisition # from BEST: N/A

Name of Funding Source and/or Location: N/A

Funding Account Number: N/A

Amount: N/A

Recommended Motion:

☒ Approval ☐ Denial

Comments:

Superintendent's Office Certification:

ACTION ITEMS

Special Meeting of the Board of Education
Thursday, April 8, 2021
Lynwood USD - 11321 Bullis Road, Lynwood, CA 90262

11.A. Board Deliberation and Appointment of School Board Member to Fill the Existing Vacancy on the Lynwood Unified School District Board of Education Effective April 8, 2021, or Such Later Date of Administration of the Oath of Office, through December 2022

Rationale:

Pursuant to California Education Code sections 5091 and 5093, "when a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated."

A vacancy occurred on the Board of Education on March 12, 2021, as a result of the resignation of former school board member Ms. Alma-Delia Renteria. The vacancy occurred more than four months prior to the end of her term.

Board Bylaw 9223--Filling Vacancies--states that when a special election is not required, the Board may make a provisional appointment.

At the March 18, 2021 meeting of the Board of Education, the Board decided to proceed by provisional appointment of a member of the public to serve on the Board of Education until such time as the next scheduled election is held for the school board members in November 2022.

The Board of Education, by and through the Superintendent of Schools, advertised for and accepted applications from interested members of the community through the application deadline of 4:00 p.m., March 31, 2021. Eight members of the community submitted applications. All applicants met the legal criteria to be considered for appointment. All applicants were provided with the date, time, and location of the board meeting and an opportunity to speak before the Board. The Board provided the public an opportunity to provide oral and written input.

The term of the appointed member shall become effective upon being sworn in to take office, and the term shall expire when a successor member is elected in November 2022 and sworn in thereafter.

Financial Impact:

Renewal Contract/Item ☐ New Contract/Item ☒

Requisition # from BEST: N/A

Name of Funding Source and/or Location: N/A

Funding Account Number: N/A

Amount: N/A

Recommended Motion:

☒ Approval ☐ Denial

Comments:

Superintendent's Office Certification:

Special Meeting of the Board of Education
Thursday, April 8, 2021
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11.B. Administration of the Oath of Office for Newly-Appointed Governing Board Member

Rationale:

The Board of Education by action at the special meeting agendized herein for April 8, 2021, selected a member of the community to serve as an appointed member of the Lynwood Unified School District Board of Education through and including the date of election in November 2022 and subsequent swearing-in of an elected successor.

The Board having considered all of the applicants and deliberated in public session have named an Appointee. The Board of Education may now administer the oath of office to the candidate so selected, _____ (Name of Candidate).

Financial Impact:

Renewal Contract/Item ☐ New Contract/Item ☒

Requisition # from BEST: N/A

Name of Funding Source and/or Location: N/A

Funding Account Number: N/A

Amount: N/A

Recommended Motion:

☒ Approval ☐ Denial

Comments:

Superintendent's Office Certification:

Special Meeting of the Board of Education
Thursday, April 8, 2021
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11.C. Election of Officers of the Board of Education from April 2021 to December 2021

Rationale:

Listed below are officers to be elected at the Reorganizational Meeting:

1. President

Disposition

Motion:
Second:
Vote:

2. Vice President

Disposition

Motion:
Second:
Vote:

3. Clerk

Disposition

Motion:
Second:
Vote:

4. Secretary to the Board - **Superintendent: Gudiel R. Crosthwaite, Ph.D.**

Disposition

Motion:
Second:
Vote:

Financial Impact:

Renewal Contract/Item ☐ New Contract/Item ☒

Requisition # from BEST: N/A

Name of Funding Source and/or Location: N/A

Funding Account Number: N/A

Amount: N/A

Recommended Motion:

☒ Approval ☐ Denial

Comments:

Superintendent's Office Certification:

CONSENT AGENDA

Special Meeting of the Board of Education
Thursday, April 8, 2021
Lynwood USD - 11321 Bullis Road, Lynwood, CA 90262

12.A.1. Request Approval of Classified Personnel Report: Personnel Assignments, Employment, Leaves, and Separations

Rationale:

The following is the Classified Personnel Report for April 8, 2021, which details personnel employment actions before the Board, such as, but not limited to: hiring, change-of-status, limited-term employment, extra-duty, resignation, retirement, leaves for approval and/or ratification.

Financial Impact:

Renewal Contract/Item ☐ New Contract/Item ☒

Requisition # from BEST: N/A

Name of Funding Source and/or Location: Various Funding Sources

Funding Account Number: Various Funding Sources

Amount: Varies

Recommended Motion:

☒ Approval ☐ Denial

Comments:

Superintendent's Office Certification:

Attachments:

Public - Classified Personnel Report - 04/08/21

CLASSIFIED PERSONNEL: EMPLOYMENT

Permanent Employment for either outside candidates or change-of-status for internal employees: due to either filling a vacancy (resignation/retirement/separation/promotion/voluntary demotion) or establishing a new position. For any permanent assignment the required probationary period must be fulfilled.				
NAME		POSITION	CLASS RANGE STEP	VA# Effective Start
1.	Chavez, Doralicia	Classification: Attendance Assistant Work Hours: 8 Work Months: 10 Location: Early Childhood Education Funding Source: Child Development - CSPP Reason: Replacement of staff who promoted.	Range: 041 Step: 01	202100127 03/29/21
2.	Covert, Sarah	Classification: Administrative Assistant Work Hours: 8 Work Months: 12 Location: Superintendent's Office Funding Source: General Fund Reason: Replacement of staff.	Range: 074 Step: 01	202100153 03/22/21
3.	Garcia, Esteban	Classification: Security Officer Work Hours: 8 Work Months: 12 Location: Security Department Funding Source: Unrestricted General Fund Reason: Replaced Dispatcher position.	Range: 055 Step: 01	202100121 03/29/21
4.	Jennings, Gregory	Classification: Chief of Security Work Hours: 8 Work Months: 12 Location: Security Department Funding Source: Unrestricted General Fund Reason: Fill vacancy. *Provisional pending clearance requirements.	Range: 342M Step: 01	202100121 04/09/21*
5.	Lopez, Roxanna	Classification: School Community Liaison Work Hours: 6 Work Months: 10 Location: Abbott Elementary Funding Source: NCLB/Title I, Part A Reason: Increased hours.	Range: 118 Step: 05	202100148 03/04/21
6.	Romero, Brenda	From Classification: Finance Manager To Classification: Assistant Director of Fiscal Services Work Hours: 8 Work Months: 12 Location: Secondary Education Funding Source: Supplemental & Concentration Fund Reason: Eliminate Finance Manager Position.	Range: 347M Step: 04	202100164 04/01/21

LIMITED-TERM ASSIGNMENT

Limited-Term/Provisional Assignments/Sub-on-call as needed/Summer Assignments/Extended Assignments/Extra Duty				
NAME		POSITION	CLASS RANGE STEP	VA# Effective Start
7.	Castillo, Angel	Classification: Band Tutor Work Hours: 4 Location: Lynwood High School Funding Source: Supplemental & Concentration Fund Reason: Providing limited-term assistance as needed.	Range: 019 Step: 01	202100077 01/21/21 to 06/16/21 or sooner
8.	Covarrubias, Yolanda	Classification: Instructional Assistant Special Education Work Hours: 7 Location: Districtwide Funding Source: Special Education Reason: Providing limited-term assistance as needed.	Range: 118 Step: 01	202100027 03/29/21 to 06/16/21 or sooner
9.	Covarrubias, Yolanda	Classification: Instructional Assistant Special Needs Work Hours: 7 Location: Districtwide Funding Source: Special Education Reason: Providing limited-term assistance as needed.	Range: 120 Step: 01	202100031 03/29/21 to 06/16/21 or sooner

LIMITED-TERM ASSIGNMENT

Limited-Term/Provisional Assignments/Sub-on-call as needed/Summer Assignments/Extended Assignments/Extra Duty			
Classification: Custodian Work Hours: 8 Location: Districtwide Funding Source: General Fund Reason: Provide limited-term assistance as needed.		VA#: 202100020 Range: 48 Step: 01 Start Date: 03/22/21 OR 03/29/21*	
	NAME		NAME
10.	Childs, Derreck	14.	Rivera, Jonathan*
11.	Ledesma, Francisco Jr.*	15.	Sorto, George
12.	Ramos, Job	16.	Torres, Jose*
13.	Reyna, Maida	17.	Torres, Isaura*
14.	Rivera, Ashley		

CSEA PERFECT ATTENDANCE STIPEND

Request approval of the Perfect Attendance Incentive Stipend schedule for classified employees Per CSEA contract for the first semester of 2020-2021. Each employee receives \$500.			
NAME		CLASSIFICATION	LOCATION
18.	Adams, Daphne	Office Assistant II	Cesar Chavez Middle School
19.	Madrigal, Laura	Child Care Assistant	Early Childhood Education

LEAVES

A leave of absence may end sooner than the end date that was originally approved, if requested by the employee. To request to return sooner than the date originally approved, the employee MUST (1) furnish official paperwork releasing them to return to work to their supervisor for review who will then forward the information to Classified Personnel for review and approval (if a release is required to return to work), and (2) turn in an amended absence request form to their supervisor for review and signature to be forwarded to Classified Personnel for review and approval. (Any amended leave will be resubmitted to the Board for ratification.)

MEDICAL LEAVES

	NAME	POSITION	LOCATION	Effective Start/End Date
20.	Allen, Miesha	School Community Liaison	Helen Keller Elem	03/22/21 – 05/14/21
21.	Cook, Donald	Gardener	MOT	02/03/21 – 04/03/21
22.	Garcia-Jones, Ariana	Child Care Assistant	MarkTwain Elem	02/16/21 – 05/07/21
23.	Green-Taylor, Tiffany	Inst. Assistant Special Needs	Will Rogers Elem	12/28/20 – 04/09/21
24.	Louis, Edward	Warehouse Delivery Driver	Child Nutrition Svcs	01/22/21 – 05/31/21
25.	Morales, Emelina	Child Care Assistant	Rosa Parks Elem	03/22/21 – 04/01/21
26.	Ribota, Graciela	Licensed Clinical Social Worker	Student Services	03/02/21 – 04/19/21

FAMILY MEDICAL LEAVE ACT (FMLA)

	NAME	POSITION	LOCATION	Effective Start/End Date
27.	Carias, Mavel	Records Clerk	Vista	01/21/21 – 04/16/21

MILITARY LEAVE

	NAME	POSITION	LOCATION	Effective Date
28.	Gaeta, Cipriano	Instructional Asst. Special Needs	Wilson Elementary	03/22/21 – 03/26/21

LEAVES: PERSONAL NECESSITY

	NAME	POSITION	LOCATION	Effective Date
29.	Ramos, Daisy	Speech Language Pathologist Assistant	Special Education	03/15/21 – 03/21/21

UNPAID LEAVE (Must Exhaust All Available Time)

	NAME	POSITION	LOCATION	Effective Date
30.	Amador, Natalie	Nutrition Service Worker 1	Child Nutrition Services	03/10/21 -06/17/21
31.	Brenes, Anthony	Warehouse Worker / Delivery Driver	Central Kitchen	01/25/21 – 06/30/21

39 MONTH RE-EMPLOYMENT

NAME		POSITION	LOCATION	Effective Date
32.	De La Roca, Silvia	Testing Assistant	Lincoln Elementary	03/10/21
33.	Holguin, Paloma	Campus Monitor	Lindbergh Elementary	02/02/21

RESIGNATIONS

NAME		POSITION	LOCATION	Effective Start/End Date
34.	Gasul, Iosefa	Custodian	Marshall Elementary	03/24/21
35.	Jones, Vidal	Custodian	Rosa Parks Elementary	03/18/21
36.	Martinez, Jasmine	Attendance Assistant	Roosevelt Elementary	04/12/21

Special Meeting of the Board of Education
Thursday, April 8, 2021
Lynwood USD - 11321 Bullis Road, Lynwood, CA 90262

12.B.1. Request Approval to Enter Into a Service Agreement with Envisé Co. for the Preventative HVAC Maintenance Program beginning April 15, 2021 through April 14, 2022

Rationale:

Staff requests approval to enter into a service agreement with Envisé Co. for the Preventative HVAC Maintenance Program beginning April 15, 2021 through April 14, 2022.

The Preventative HVAC Maintenance Program provides Lynwood Unified School District a flexible service program that will provide short and long-term support to ensure District facilities operate at peak efficiency with minimum interruptions and, most importantly, ensure the safe opening of the schools in light of the current COVID-19 pandemic.

The program has been designed to provide Lynwood Unified School District with temporary maintenance support. This program will be planned, scheduled, managed, monitored, and enhanced by Envisé throughout the term of this agreement. Envisé will also provide training and capacity building of LUSD HVAC staff to build sustainability during the term of the agreement.

The contract price of \$550,141.00 per year, to be paid in four installments of \$137,536.00 in advance of four quarters, beginning on the effective date.

Classified Human Resources has begun the process of expanding the HVAC staff by filling vacant positions and creating additional positions to meet the need of the District with the intent to be self-sufficient at the conclusion of this agreement.

Financial Impact:

Renewal Contract/Item ☐ New Contract/Item ☒

Requisition # from BEST: TBD

Name of Funding Source and/or Location: ESSR II

Funding Account Number: 01-32120-00000-81100-5630-7600000

Amount: \$550,141.00

Recommended Motion:

☒ Approval ☐ Denial

Comments:

Superintendent's Office Certification: