



PERSONNEL COMMISSION MINUTES for the SPECIAL MEETING on February 19, 2025 at 5:30 p.m.

1. CALL TO ORDER

Chairperson Maria Quiñonez called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 5:30 p.m. on Wednesday February 19, 2025. It was confirmed that the agenda was properly posted within legal requirements.

2. FLAG SALUTE

Ms. Erika Rojas Parada led the Pledge of Allegiance.

3. SILENT REFLECTION

Chairperson Maria Quiñonez led the silent reflection.

4. OATH OF OFFICE

The Oath of Office was administered to Mr. Jason Marquez as the Board Appointee to the Personnel Commission for a term of three years until November 30, 2028.

5. ROLL CALL OF COMMISSIONERS

Ms. Maria Quiñonez, Chairperson – Present

Ms. Erika Rojas Parada, Vice Chairperson - Present

Mr. Jason Marquez, Member - Present

6. STAFF PRESENT

Claudia Lopez, Director of Classified Personnel – Present

Roselia Meza, Personnel Specialist – Present

Laura Trujillo, Secretary - Present

7. APPROVAL OF AGENDA

It is moved that the Personnel Commission approve the following agenda:

SPECIAL Personnel Commission Meeting Agenda: February 19, 2025

Action:	Motion	<u>E. R. P</u>	Second	<u>J.M</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of the Personnel Commission agenda for February 19, 2025 was moved by Ms. Erika Rojas Parada; seconded by Mr. Jason Marquez and was carried unanimously with 3 to 0 votes.

8. DIRECTOR'S REPORT

Ms. Claudia Lopez warmly welcomed Commissioner Marquez, sharing that she had previously spoken with him and was excited to have him with them once again. She expressed her confidence in their ability to collaborate effectively as a team and emphasized her strong support for the commission and its shared vision.

Ms. Lopez expressed her enthusiasm about having a full commission and the promising opportunities ahead. As the director, she is eager for what's to come and encouraged everyone to share any ideas or thoughts that could contribute to shaping this new chapter. She concluded with heartfelt gratitude and a warm welcome to Commissioner Marquez.

9. COMMENTS FROM COMMISSIONERS

Ms. Rojas Parada warmly welcomed Jason, expressing how wonderful it is to have both new and familiar faces joining the team. She shared her excitement and optimism about the future, noting how happy she is to be here. She also mentioned to Ms. Lopez how much she enjoys the recent changes, particularly the addition of a podium. She's already noticing the small improvements and is thrilled to be a part of this journey.

Ms. Quiñonez took a moment to personally thank everyone for agreeing to be a part of the commission. She shared her excitement about the opportunity to work together to move Lynwood forward and truly appreciates the dedication and commitment each member is bringing. She expressed her deep gratitude and welcomed them once again, emphasizing how fortunate they are to have such a strong team. Ms. Quiñonez believes that teamwork is what makes everything possible, and she is thankful for everyone's contributions and the opportunity to collaborate.

10. 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	Carlos Zaragoza, Assistant Superintendent of Human Resources
CSEA Official Leadership	☒ Yes ☐ No	Diana Hawkins, CSEA president
SEIU Official Leadership	☐ Yes ☒ No	

Mr. Zaragoza wanted to personally thank all three commissioners, including the new members, noting that Ms. Quiñonez is now a veteran commissioner. He also pointed out that, in addition to new commissioners, the team is excited to welcome a new director. He expressed his appreciation for the updated setup, highlighting how great it is for the community to have the opportunity to speak from an actual podium.

Mr. Zaragoza conveyed his gratitude for everyone's dedication to the Lynwood Unified School District and expressed his excitement about the work ahead. He looks forward to collaborating with the personnel commission to recruit highly qualified staff who will be the perfect fit for the students and the community, truly reflecting the district's values. He thanked everyone once again for stepping into their roles as commissioners and reassured them that they are all partners, ready to offer support in any way needed.

Ms. Hawkins was thrilled to be here and excited to introduce herself to Mr. Marquez as the CSEA President. She works as a Data Analyst in the Technology Department at the District Office. She was happy to finally meet him in person and wanted to extend a warm welcome. Ms. Hawkins also took a moment to express her gratitude to Ms. Lopez for joining the chapter meeting. She appreciated how Ms. Lopez introduced herself and answered questions from the group with great politeness and professionalism. Additionally, Ms. Hawkins was excited to have had the opportunity to attend the first CSEA meeting with Mr. Zaragoza. She is grateful to have him working with the team and deeply appreciates his support, which means so much to everyone involved.

Ms. Quiñonez wanted to add that she thoroughly enjoyed her time with the officers who participated in the CSEA meeting. She was moved by the dedication of the CSEA members, noting how incredible it was to see such commitment from the president and the entire team. It truly reflects the passion that everyone brings to the table. Ms. Quiñonez also reassured them of their full support. She mentioned that it was a wonderful event and personally thanked everyone for the invitation. It was an honor to attend and be a part of CSEA's annual installation alongside Mr. Zaragoza.

B. General Public (Request to Speak Form Required)

None

11. 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 21, 2025

Action:	Motion	<u>E.R. P.</u>	Second	<u>M.Q.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of Item 11.A. of the PC Agenda was moved by Ms. Erika Rojas Parada; seconded by Ms. Maria Quiñonez and was carried unanimously with 3 to 0 votes.

B. 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.11.B).

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

Approval of Item 11.B. of the PC Agenda was moved by Ms. Erika Rojas Parada; seconded by Ms. Maria Quiñonez and was carried unanimously with 3 to 0 votes.

C. 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 E.R.P. Second M.Q.
Vote: Ayes 3 Noes 0

Approval of Item 11.C. of the PC Agenda was moved by Ms. Erika Parada Rojas; seconded by Ms. Maria Quinones and was carried unanimously with 3 to 0 votes.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
BILINGUAL BI-LITERATE - <i>Stipend</i>	2425-08-001-000000	02/06/2025	03
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION	2425-08-001-558000	02/06/2025	20
INSTRUCTIONAL ASSISTANT BILINGUAL	2425-12-01-556000	02/06/2025	03
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	2425-08-001-800033	02/06/2025	24
NUTRITION SERVICES WORKER I	2425-08-001-558000	02/23/2025	20

12. INFORMATION ONLY

A. Job Posting

The following recruitments are currently open:

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2425-01-001-800116	ACCOUNTANT	FULL/PART-TIME AND/OR SUBSTITUTE	CSEA	01/29/25 - 02/12/25
2425-01-001-513000	ACCOUNTING TECHNICIAN	FULL TIME AND/OR SUBSTITUTE	CSEA	01/29/25 - 02/12/25
2425-08-001-000000	BILINGUAL/BI-LITERATE STIPEND EXAM	ONLY PERMANENT OR PROBATIONARY CSEA LUSD EMPLOYEES	<u>CSEA/</u> CONF.	08/05/24 – <i>CONTINUOUS</i>
2425-01-001-800145	BOARD CERTIFIED BEHAVIOR ANALYST	FULL-TIME	NON-REP	01/21/25 - 02/11/25
2425-02-002-800012	CAMPUS MONITOR	<u>SUBSTITUTE WORK</u>	SEIU	02/03/25 – <i>CONTINUOUS</i>
2425-02-002-553000	HEALTH SERVICES TECHNICIAN	SUBSTITUTE WORK	CSEA	02/03/25 – <i>CONTINUOUS</i>
2425-02-002-556000	INSTRUCTIONAL ASSISTANT BILINGUAL	FULL-TIMEAND/OR SUBSTITUTE	CSEA	02/07/25 - 02/28/25

2425-02-002-800033	INSTRUCTIONAL ASSISTANT <i>SPECIAL NEEDS</i>	SUBSTITUTE WORK	CSEA	02/03/25 – <i>CONTINUOUS</i>
2425-02-002-558000	INSTRUCTIONAL ASSISTANT <i>SPECIAL EDUCATION</i>	SUBSTITUTE WORK	CSEA	02/03/25 – <i>CONTINUOUS</i>
2425-02-002-570200	SECURITY OFFICER	SUBSTITUTE WORK	SEIU	02/03/25 – <i>CONTINUOUS</i>
2425-02-002-800073	SENIOR HEALTH SERVICES TECHNICIAN	SUBSTITUTE WORK	CSEA	02/03/25 – <i>CONTINUOUS</i>

13. NEXT MEETING DATE

Date: March 17, 2025 (*Regular Meeting*)

Time: 5:30 p.m.

Day: Monday

14. FUTURE ITEMS FOR AGENDA AND REQUESTS FOR UPDATES

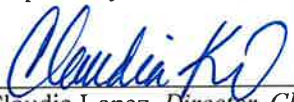
15. ADJOURNMENT

It is moved that the Personnel Commission adjourn the meeting at 5:51 p.m.

Action: Motion E.R.P. Second J.M.
Vote: Ayes 3 Noes 0

Approval of meeting adjournment was moved by Ms. Erika Parada Rojas; seconded by Mr. Jason Marquez and was carried unanimously with 3 to 0 votes.

Respectfully submitted,



Claudia Lopez, Director, Classified Personnel

Attested:



Maria Quiñonez, Chairperson