



PERSONNEL COMMISSION MINUTES for the SPECIAL MEETING on March 17, 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 5:33 p.m. on Monday, March 17, 2025. It was confirmed that the agenda was properly posted within legal requirements.

2. FLAG SALUTE

Mr. Jason Marquez led the Pledge of Allegiance.

3. SILENT REFLECTION

Ms. Erika Rojas Parada led the silent reflection.

4. ROLL CALL OF COMMISSIONERS

*Ms. Maria Quiñonez, Chairperson - Present
Ms. Erika Rojas Parada, Vice Chairperson - Present
Mr. Jason Marquez, Member - Present*

5. STAFF PRESENT

*Claudia Lopez, Director of Classified Personnel – Present
Roselia Meza, Personnel Specialist – Present*

6. APPROVAL OF AGENDA

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

Regular Personnel Commission Meeting Agenda: March 17, 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 March 17, 2025 was moved by Ms. Erika Rojas Parada; seconded by Mr. Jason Marquez and was carried unanimously with 3 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Lopez welcomed everyone and provided a brief overview of the binder's contents. Included is the Classified Personnel Actions Report, recently approved by the Board of Education. This report offers insight into the daily operations of the office, detailing items such as new hires, transfers, extra duty assignments, out-of-class placements, limited-term appointments, and leaves of absence for classified employees. It also includes information on resignations and separations, whether due to retirement or termination, offering a comprehensive summary of personnel changes over the past month. Moving forward, this report will be presented monthly to keep everyone informed.

Ms. Lopez also shared that the training schedule for the CSPCA Merit Academy has been received. Commissioners Marquez and Rojas Parada have been successfully registered, with the first session scheduled for March 29th. Participants will receive an email with all necessary materials in advance. The session will be held virtually.

Additionally, Ms. Lopez highlighted the upcoming "Run for Education" event, scheduled for May 10th at Lynwood City Hall. Registration is now open, and she encouraged anyone interested to participate. Ms. Lopez will be joining the community for the 5K walk.

Ms. Quiñonez noted that the event is enjoyable to watch, as it's uplifting to see the community come together in support of such a meaningful cause. She emphasized the importance of this event, highlighting the positive impact it has on the community and the benefits it provides to the children. Everyone is encouraged to participate, as it is a great opportunity to show support.

8. COMMENTS FROM COMMISSIONERS

Ms. Rojas Parada had no additional comments for today, aside from expressing her gratitude for being present and thanking everyone. She also mentioned that the binders are very helpful and appreciated.

Ms. Quiñonez expressed her agreement with the positive feedback about the binders and thanked Ms. Lopez. She also acknowledged the numerous changes that have taken place over the years and expressed her gratitude for all of them. Additionally, Ms. Quiñonez extended her heartfelt thanks to the staff for their continued dedication and hard work, especially with the given challenges we have been facing. As noted during the moment of silence, we have lost some members of the Lynwood Unified School District family. When such losses occur, they affect all of us, and we grieve together. She also wanted to offer her deepest condolences to the families impacted by these losses, sending them love, light, and comfort during this difficult time. She emphasized the importance of supporting one another, whether through a kind word, a smile, or a simple gesture of comfort.

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	Diana Hawkins, CSEA president
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Hawkins expressed her gratitude for being present today and shared her sadness regarding the passing of our administrator. She also extended her thanks to Ms. Lopez and her department for their understanding, especially during this difficult time when we have had to navigate leadership layoffs. Ms. Hawkins appreciates the scheduling of meetings to discuss these matters and the opportunity to have open conversations.

She mentioned that there will be an upcoming meeting where they will further discuss the leadership layoffs and explore ways to best support our membership. Ms. Hawkins expressed her appreciation for Ms. Lopez's time and willingness to always listen and engage in these important discussions. She concluded by wishing everyone a blessed evening.

B. General Public (Request to Speak Form Required)

None

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 19, 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 10.A. of the PC Agenda was moved by Ms. Erika Rojas Parada; seconded by Mr. Jason Marquez and was carried unanimously with 3 to 0 votes.

B. Personnel Commission 2025-2026 Budget First Reading (Ref.10.B).

It is moved that the Personnel Commission is presented with the first budget readying for the 2025-2026 fiscal year (Ref.10.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 10.B. of the PC Agenda was moved by Ms. Erika Rojas Parada; seconded by Mr. Jason Marquez and was carried unanimously with 3 to 0 votes.

C. Personnel Commission Meeting Calendar for the 2025-2026 school year.

It is moved that the Personnel Commission discuss and revise the Personnel Commission Meeting Calendar for the 2025-2026 school year (Ref.10.C).

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 10.C. of the PC Agenda was moved by Ms. Erika Rojas Parada; seconded by Mr. Jason Marquez and was carried unanimously with 3 to 0 votes.

D. Approval for Attendance and Expenditure for Organizations Relevant to Personnel Commission Responsibilities for the 2024-2025 school year.

It is moved that the Personnel Commission approve attendance and expenditures for the following training for the 2024-2025 school year.

1. 2025 Virtual Merit Academy, \$600.00 per person (Ref.10.D).

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

Approval of Item 10.D. of the PC Agenda was moved by Ms. Erika Rojas Parada; seconded by Mr. Jason Marquez 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 E.R.P. Second M.Q. Call for the Question _____
Vote: Ayes 3 Noes 0

Approval of Item 10.E. of the PC Agenda was moved by Ms. Erika Rojas Parada; seconded by Mr. Jason Marquez and was carried unanimously with 3 to 0 votes.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
CAMPUS MONITOR – Open and Promotional	2425-08-001-800012	02/20/2025	13
CHILD CARE ASSISTANT - <i>SUBSTITUTE</i>	2425-02-001-550000	03/05/2025	03
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION - <i>SUBSTITUTE</i>	2425-02-002-558000	03/05/2025	09
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS - <i>SUBSTITUTE</i>	2425-02-001-800033	03/05/2025	07
NUTRITION SERVICES WORKER I – Open and Promotional (Group 3)	2425-08-001-558000	02/13/2025	05
SECURITY OFFICER – Open and Promotional – <i>SUBSTITUTE</i>	2425-08-001-570200	02/25/2025	11

11. INFORMATION ONLY

A. Job Posting

The following recruitments are currently open:

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2425-08-001-000000	BIILINGUAL/BI-LITERATE STIPEND EXAM	ONLY PERMANENT OR PROBATIONARY CSEA LUSD EMPLOYEES	CSEA/ CONF.	08/05/24 – CONTINUOUS

2425-02-002-800012	CAMPUS MONITOR	<i>SUBSTITUTE WORK</i>	SEIU	02/03/25 – CONTINUOUS
2425-02-001-555000	CHILD CARE ASSISTANT	<i>SUBSTITUTE WORK</i>	<u>CSEA</u>	02/13/24 – <i>CONTINUOUS</i>
2425-02-002-553000	HEALTH SERVICES TECHNICIAN	<i>SUBSTITUTE WORK</i>	CSEA	02/03/25 – CONTINUOUS
2425-02-002-558000	INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION	<i>SUBSTITUTE WORK</i>	CSEA	02/03/25 – <i>CONTINUOUS</i>
2425-02-002-800033	INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	<i>SUBSTITUTE WORK</i>	CSEA	02/03/25 – <i>CONTINUOUS</i>
2425-02-002-570200	SECURITY OFFICER	<i>SUBSTITUTE WORK</i>	SEIU	02/03/25 – CONTINUOUS
2425-02-002-800073	SENIOR HEALTH SERVICES TECHNICIAN	<i>SUBSTITUTE WORK</i>	CSEA	02/03/25 – <i>CONTINUOUS</i>

12. NEXT MEETING DATE

Date: April 22, 2025 (*Regular Meeting*)

Time: 5:30 p.m.

Day: Tuesday

13. FUTURE ITEMS FOR AGENDA AND REQUESTS FOR UPDATES

14. ADJOURNMENT

It is moved that the Personnel Commission adjourn the meeting at 6:05 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