



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on January 21, 2025 at 4:30 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 4:42 p.m. on Tuesday January 21, 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. ROLL CALL OF COMMISSIONERS

Ms. Maria Quiñonez, Chairperson – *Present*
Ms. Erika Rojas-Parada, Vice Chairperson - *Present*
Vacant, Member

5. STAFF PRESENT

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

6. APPROVAL OF AGENDA

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

REGULAR Personnel Commission Meeting Agenda: January 21, 2025

Action:	Motion	<u>E.R.P.</u>	Second	<u>M.Q.</u>
Vote:	Ayes	<u>2</u>	Noes	<u>0</u>

Approval of the Personnel Commission agenda for January 21, 2025 was moved by Ms. Erika Rojas-Parada; seconded by Ms. Maria Quiñonez and was carried unanimously with 2 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Claudia Lopez expressed her gratitude to the Commission for the opportunity and shared her excitement about joining the team. She looks forward to collaborating with District Administration, Commissioners, and the broader community. Ms. Lopez thanked the Commission for placing their trust in her and feels honored to contribute to the district's success and growth. She is eager to work alongside a talented and dedicated team committed to the district's mission. Ms. Lopez also highlighted the CSPCA Merit Academy, which takes place in the spring, and recommended that the new Commissioners participate, as it would be beneficial for them. She will provide further details once this year's schedule is available.

8. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez expressed her gratitude to Ms. Lopez and emphasized that the Academy is not only valuable for learning the role of Commissioner but also beneficial for Union Leadership, staff, and anyone interested in attending. She offered to assist in facilitating participation for those interested and expressed her support for the Academy. She raised a concern about whether the Academy will provide a binder with materials or post them online. Ms. Quiñonez also mentioned the fires and offered support for all those affected, thanking the District staff for their efforts.

Ms. Rojas-Parada shared her excitement about the new year and the season of fresh beginnings. She expressed her joy in being part of the Commission, reconnecting with familiar faces, and warmly welcomed Ms. Lopez. She is looking forward to an amazing year and great progress.

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	<i>Carlos Zaragoza, Asst. Superintendent, Human Resources</i>
CSEA Official Leadership	☒ Yes ☐ No	<i>Diana Hawkins, CSEA President</i>
SEIU Official Leadership	☐ Yes ☒ No	

Mr. Zaragoza thanked the Commissioners for their selection of the new Director. While Ms. Lopez has only been with us for a week, we are already excited about the knowledge and experience she brings, particularly her previous work with the Personnel Commission in Compton. Her deep understanding of the Merit System and extensive experience working with employees is invaluable. He hopes the Board of Education will make the appointment at the next meeting so the Commission can be fully staffed. Mr. Zaragoza also reiterated his commitment to supporting training for Commissioners and any other staff who would benefit from the Merit Academy.

Ms. Hawkins thanked everyone for the invitation to the first meeting of the year and expressed her happiness to see everyone there. She hoped that everyone was doing well, acknowledging that the recent fires have been particularly tragic for some. She visited the school sites to check on how families were coping, noting that some children hadn't returned to school. Ms. Hawkins expressed her gratitude that the Superintendent kept the schools and district open, providing the necessary tools and ensuring safety measures like mask-wearing.

She thanked Mr. Zaragoza for taking Ms. Lopez around to meet and introduce her to the staff. Ms. Hawkins also shared that she was nominated once again for President for the upcoming year, with Lilian continuing as Secretary, and hoped the rest of the team would be introduced to Ms. Lopez soon. She wished everyone the best until the next meeting.

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 January 21, 2025

Action:	Motion	<u>E.R.P.</u>	Second	<u>M.Q.</u>
Vote:	Ayes	<u>2</u>	Noes	<u>0</u>

Approval of Item 10.A. of the PC Agenda was moved by Ms. Erika Rojas-Parada; seconded by Ms. Maria Quiñonez and was carried unanimously with 2 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	<u>E.R.P.</u>	Second	<u>M.Q.</u>
Vote:	Ayes	<u>2</u>	Noes	<u>0</u>

Approval of Item 10.B. of the PC Agenda was moved by Ms. Erika Parada-Rojas; seconded by Ms. Maria Quinones and was carried unanimously with 2 to 0 votes.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
SENIOR PERSONNEL SPECIALIST	2425-11-001-800026	12/16/2024	05
ATTENDANCE ASSISTANT	2425-11-001-800006	12/18/2024	23
FOSTER CARE/MCKINNEY VENTO CASE MANAGER	2425-08-001-558000	12/25/2024	12
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION	2425-10-001-800119	01/13/2025	17
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	2425-08-001-800033	01/13/2025	18

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	BILINGUAL/BI-LITERATE STIPEND EXAM	ONLY PERMANENT OR PROBATIONARY CSEA LUSD EMPLOYEES	CSEA/CONF.	08/05/24 – CONTINUOUS
2425-08-001-800012	CAMPUS MONITOR	PART-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
2425-09-001-553000	HEALTH SERVICES TECHNICIAN	PART-TIME AND/OR SUBSTITUTE WORK	CSEA	09/23/24 – CONTINUOUS
2425-08-001-558000	INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS
2425-08-001-800033	INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS
2425-08-001-550800	NUTRITION SERVICE WORKER I	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
2425-08-001-570200	SECURITY OFFICER	FULL-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
2425-08-001-800073	SENIOR HEALTH SERVICES TECHNICIAN	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS
2425-12-001-570400	SENIOR NUTRITION SERVICES WORKER	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	12/16/24 EXTENDED Jan. 15, 2025
2425-08-001-800151	COMMUNICATION INTERN	INTERN FULL/PART-TIME	NON-REP	08/05/24 CLOSED Jan. 8, 2025

12. NEXT MEETING DATE

Date: February 18, 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 5:01 p.m.

Action:	Motion	<u>E.R.P.</u>	Second	<u>M.Q.</u>
Vote:	Ayes	<u>2</u>	Noes	<u>0</u>

Approval of meeting adjournment was moved by Ms. Erika Parada-Rojas; seconded by Ms. Maria Quiñonez and was carried unanimously with 2 to 0 votes.

Respectfully submitted,

Attested:

Claudia Lopez, Director, Classified Personnel

Maria Quiñonez, Chairperson