



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on April 22, 2025 at 5:30p.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 5:36 p.m. on Tuesday, April 22, 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: April 22, 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 April 22, 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. Claudia Lopez extended a warm welcome to all attendees and commissioners. She noted that the agenda from the March 13, 2025 Board Meeting was included in the binders, as part of her ongoing effort to keep commissioners informed of monthly hiring decisions and administrative actions. Ms. Lopez emphasized that the March agenda has already been approved and reminded commissioners that the next Board Meeting is scheduled for April 24, 2025. Additionally, she highlighted that an invitation to the Classified Employee of the Year Recognition ceremony was also included in the binders. This event will take place during the May 22, 2025 Board Meeting. Ms. Lopez described this as a meaningful opportunity to honor the vital contributions of classified employees and extended a warm invitation for all to attend.

8. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez expressed her sincere appreciation to Director Ms. Lopez for providing the Classified Personnel Report that was presented to the Board for approval. She shared her excitement upon seeing the Commission's name included in the report and emphasized how meaningful it was to witness the official Board approval on March 13th. She reflected on the importance of having the team's efforts formally recognized, noting that such documentation reinforces the value of their work.

Ms. Quiñonez also commented on the positive impact of the new meeting setup. She noted that small changes—such as the revised seating arrangement—can make a significant difference. By seating attendees in front of the Commission rather than behind staff, the environment now feels more welcoming and encourages greater public engagement. She concluded her remarks by wishing everyone a belated Easter and hoped that all had enjoyed a pleasant and restful holiday.

Ms. Rojas-Parada echoed the sentiment, stating that it is always a pleasure to attend the meetings. She voiced her appreciation for the new setup, highlighting the improvements in accessibility and atmosphere. She also expressed enthusiasm about the presence of a new guest and shared her ongoing gratitude for being part of the Commission's work.

Mr. Jason Marquez added that he was happy to be present and especially pleased to see a new face in the audience.

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	<i>Diana Hawkins, CSEA president</i>
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Hawkins began by expressing her appreciation for the invitation and warmly welcomed everyone back, hoping they had an enjoyable Easter break. She shared that she was pleased to be in attendance and took a moment to extend her sincere thanks to Ms. Lopez and Mr. Zaragoza for their continued dedication in addressing recent staffing challenges. She noted that although four layoffs had initially been anticipated, only one was ultimately necessary—a testament to their diligent efforts. She added that the process remains ongoing, as one employee is still undecided about whether to continue working or proceed with retirement. Ms. Hawkins expressed her deep

gratitude to both Ms. Lopez and Mr. Zaragoza for their time, thoughtfulness, and commitment to supporting staff and minimizing the impact on employees. She also shared her excitement about the upcoming Classified Employee of the Year recognitions, which will be conducted through site visits. As this will be her first time participating in the event, she expressed enthusiasm about joining the team in celebrating the achievements and contributions of classified staff. Ms. Hawkins concluded by wishing everyone a pleasant evening.

B. General Public (Request to Speak Form Required)

Mr. Rodolfo Hernandez addressed the Commission with a follow-up inquiry regarding the SEIU Salary Survey that was conducted in December. He expressed concern over perceived wage disparities, specifically questioning why other trades appear to be earning higher salaries than his own classification. Mr. Hernandez emphasized that he has been raising this issue for the past two years and requested a clear timeline for when the results of the salary survey would be implemented.

In response, Ms. Claudia Lopez clarified that while the Personnel Commission approved the salary survey in December, its implementation is currently pending the outcome of negotiations between the District and SEIU. She explained that any resulting salary adjustments must first be negotiated and mutually agreed upon before being submitted to the Board of Education for final approval.

Despite Ms. Lopez's attempt to outline the process and provide context, Mr. Hernandez stated that he was not interested in the procedural details and reiterated his desire for a definitive implementation date. At that point, Mr. Hernandez redirected his remarks exclusively to the Commissioners, no longer acknowledging Ms. Lopez's responses.

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 March 17, 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. Public hearing for the 2025-2026 proposed budget for the Personnel Commission per Education Code 45253(b)

A public hearing on the Personnel Commission's proposed budget for 2025-2026 will be held in accordance with the location, date and time specified below. Members of the governing board, District administration, employee representatives, employees and the public are invited to address the Commission with respect to its 2025-2026 proposed budget (Ref.10.B).

Location: Lynwood USD, Education Center
11321 Bullis Road
Lynwood, CA 90262
Board Room

Date: Tuesday, April 22, 2025
Time: 5:30 p.m.

Open Hearing at: 5:53 p.m.
Close Hearing at: 6:08 p.m.

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. Adopt the 2025-2026 Budget for the Personnel Commission

It is moved that the Personnel Commission adopt the 2025-206 budget for the Personnel Commission for the 2025-2026 fiscal year, with a budget amount of \$802,434.00 (Ref. 10.C).

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

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 of Membership and Expenditure Fees for Organizations Relevant to Personnel Commission Responsibilities for the 2025-2026 school year.

It is moved that the Personnel Commission approve membership fees and expenditures for the following professional organizations for the year 2025-26.

• California School Personnel Commissioners Association	\$1,100.00
• Cooperative Organization for the Development of Employee Selection Procedures (CODESP)	\$3,100.00
• eSkill Corporation	\$7,600.00
• NEOGOV/Governmentjobs.com eSkill Integration	\$1,500.00
• Insight Subscription (NEOGOV/Governmentjobs.com)	\$22,000.00
• Personnel Commissions Association of Southern California	\$100.00
• Frontline (AESOP) 50% Classified & 50% Certificated = \$22,000.00	\$11,000.00
• Department of Justice 50% Classified & 50% Certificated = 20,000	\$10,000.00
• Iron Mountain 50% Classified & 50% Certificated = 3,000	\$1,500.00

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. Approval of the Personnel Commission Resolution on the Classified Employee Week and the Recognition of LUSD's 2024-2025 Classified Employees of the Year

It is moved that the Personnel Commission approve the attached Resolution on the Celebration of Classified Employee Week and the Recognition of LUSD's 2024-2025 Classified Employees of the Year (Ref.10.E).

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.

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).

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
BOARD CERTIFIED BEHAVIOR	2425-01-001-800145	03/12/2025	7
HEALTH SERVICES TECHNICIAN- (GROUP 3)	2425-09-001-553000	03/12/2025	14
HEALTH SERVICES TECHNICIAN- <i>SUBSTITUTE (GROUP 1)</i>	2425-01-002-553000	04/01/2025	1
INSTRUCTIONAL ASSISANT SPECIAL EDUCATION- <i>SUBSTITUTE (Group 2)</i>	2425-02-002-558000	03/28/2025	5
INSTRUCTIONAL ASSISANT SPECIAL NEEDS- <i>SUBSTITUTE (Group 2)</i>	2425-02-002-800033	03/28/2025	4
SECURITY OFFICER- <i>SUBSTITUTE (Group 1)</i>	2425-02-002-570200	03/12/2025	1
SECURITY OFFICER- <i>SUBSTITUTE (Group 2)</i>	2425-02-002-570200	03/27/2025	1
SENIOR HEALTH SERVICES TECHNICIAN- <i>SUBSTITUTE (Group 1)</i>	2425-01-002-800073	04/01/2025	1
SENIOR NUTRITION SERVICES WORKER	2425-12-001-570400	03/18/2025	5

11. INFORMATION ONLY

A. Job Posting

The following recruitments are currently open:

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2425-02-001-555000	CHILD CARE ASSISTANT	<i>SUBSTITUTE WORK</i>	CSEA	02/13/25 – <i>CONTINUOUS</i>

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2425-02-002-553000	HEALTH SERVICES TECHNICIAN	<i>SUBSTITUTE WORK</i>	CSEA	02/03/25 – CONTINUOUS
2425-08-001-000000	BILINGUAL/ BI-LITERATE STIPEND EXAM	<i>ONLY PERMANENT OR PROBATIONARY CSEA LUSD EMPLOYEES</i>	CSEA / CONFIDENTIAL	08/05//24 – <i>CONTINUOUS</i>
2425-02-002-800012	CAMPUS MONITOR	<i>SUBSTITUTE WORK</i>	SEIU	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. RECESS TO CLOSED SESSION

A. Pursuant to Government Code 54957. Public Employee Performance Evaluation.

Title: Director of Classified Personnel

It is moved the Personnel Commission adjourn to closed session.

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

The Personnel Commission adjourned to closed session at 6:19 p.m.

It is moved the Personnel Commission reconvene to open session:

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

The Personnel Commission adjourned to open session at 7:26 p.m.

13. REPORT OUT OF CLOSED SESSION

The information was received and subsequently presented to the Director, along with the evaluations

14. NEXT MEETING DATE

Date: May 19, 2025 (Regular Meeting)

Time: 5:30 p.m.

Day: Monday

15. FUTURE ITEMS FOR AGENDA AND REQUESTS FOR UPDATES

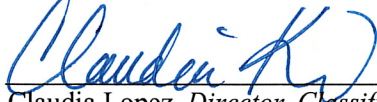
16. ADJOURNMENT

It is moved that the Personnel Commission adjourn the meeting at 7:27 p.m.

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

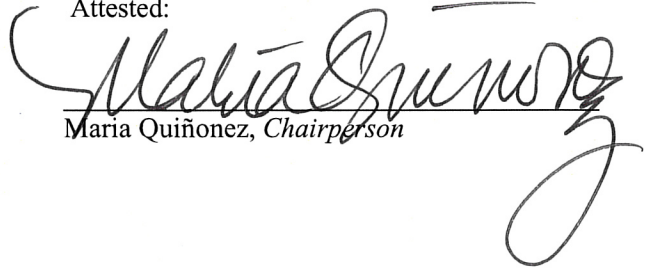
Approval of meeting adjournment was moved by Ms. Erika Parada Rojas; seconded by Mr. Jason Marquez and was carried unanimously with 3 to 0 votes.

Respectfully submitted,



Claudia Lopez, Director, Classified Personnel

Attested:



Maria Quiñonez, Chairperson