



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on May 19, 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 5:31 p.m. on Monday, May 19, 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. Maria Quiñonez led the silent reflection.

4. ROLL CALL OF COMMISSIONERS

Ms. Maria Quiñonez, Chairperson - Present

Ms. Erika Rojas Parada, Vice - Chairperson - Absent

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: May 19, 2025

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

Approval of the Personnel Commission agenda for May 19, 2025 was moved by Mr. Jason Marquez; seconded by Ms. Maria Quiñonez and was carried unanimously with 2 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Claudia Lopez began by warmly greeting everyone and expressing how delighted she was to be present. She opened her remarks by acknowledging Classified Employees Week, emphasizing the vital role that classified staff play throughout the district. Ms. Lopez took this opportunity to sincerely thank all classified employees for their hard work, dedication, and unwavering support that contribute so much to the success of the schools and students.

She also shared that the district will be celebrating Classified Employees Week at the upcoming board meeting, during which the Classified Employee of the Year will be honored, highlighting the outstanding contributions of these individuals.

DIRECTOR'S REPORT - CONTINUED

In addition to these recognitions, Ms. Lopez took a moment to wish Ms. Hawkins a happy belated birthday and extended early birthday wishes to Mr. Marquez, hoping he enjoys a wonderful celebration this weekend.

Ms. Lopez also expressed her gratitude to everyone who participated in the recent Run for Education event on May 10th, saying she was thrilled to see such strong community involvement and enthusiasm.

Finally, Ms. Lopez mentioned that she wanted to personally extend an invitation she received from Ms. Hawkins to the upcoming CSEA chapter meeting scheduled for Friday, May 23rd, at 4:30 PM in the boardroom. She shared that she plans to attend and looks forward to engaging with employees, as well as delivering a brief message in honor of the Classified Employee of the Year recognitions.

8. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez extended warm birthday wishes to Commissioner Marquez and offered a happy belated birthday to Ms. Diana Hawkins. She shared her enthusiasm about attending the recent Run for Education event, expressing how glad she was to reconnect with familiar faces she hadn't seen in some time. She highlighted the positive energy of the event and suggested that perhaps next year they could participate in the walk/run portion. Ms. Quiñonez also thanked everyone involved for their participation alongside the District and the city in making the event a success. Additionally, she conveyed her interest in attending the upcoming CSEA chapter meeting.

Mr. Marquez expressed his gratitude for the opportunity to take part in the Run for Education event and expressed his pleasure in learning that all proceeds raised will go toward supporting student scholarships.

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	
SEIU Official Leadership	☐ Yes ☒ No	

B. General Public (Request to Speak Form Required)

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 April 22, 2025

Action: Motion J. M. Second M.Q.
Vote: Ayes 2 Noes 0

Approval of Item 10.A. of the PC Agenda was moved by Mr. Jason Marquez; seconded by Ms. Maria Quiñonez and was carried unanimously with 2 to 0 votes.

B. Approval of Job Description Updates for Director, Child Nutrition Services

It is moved that the Personnel Commission approve the updated job description for Director, Child Nutrition Services, and adopt the associated classification specification, in accordance to Education Code Section 45267. (Ref.10.B).

Action: Motion J.M. Second M.Q. Call for the Question _____
Vote: Ayes 2 Noes 0

Approval of Item 10.B. of the PC Agenda was moved by Mr. Jason Marquez; seconded by Ms. Maria Quiñonez and was carried unanimously with 2 to 0 votes.

C. Approval of Title Change for Director, Child Nutrition Services

It is moved that the Personnel Commission approve the title change of Director, Child Nutrition Services (136M) to Director, Nutrition and Wellness (136M), with no change in compensation, in accordance to Education Code Section 45267. (Ref.10.C).

Action: Motion J.M. Second M.Q. Call for the Question _____
Vote: Ayes 2 Noes 0

Approval of Item 10.C. of the PC Agenda was moved by Mr. Jason Marquez; seconded by Ms. Maria Quiñonez and was carried unanimously with 2 to 0 votes.

D. 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 J.M. Second M.Q. Call for the Question _____
Vote: Ayes 2 Noes 0

Approval of Item 2 of the PC Agenda was moved by Mr. Jason Marquez; seconded by Maria Quiñonez and was carried unanimously with 2 to 0 votes.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
BILINGUAL/BILITERATE STIPEND - <i>(Group 5)</i>	2425-08-001-000000	04/23/25	3
CAMPUS MONITOR – <i>SUBSTITUTE - (Group 1)</i>	2425-02-001-555000	04/23/25	9

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
CHILD CARE ASSISTANT- <i>SUBSTITUTE</i> -(Group 2)	2425-02-001-555000	04/21/25	1
HEALTH SERVICES TECHNICIAN <i>SUBSTITUTE</i> (Group 2)	2425-01-001-553000	04/28/25	2
INSTRUCTIONAL ASSISTANT BILINGUAL (SPANISH) <i>Open and Promotional</i>	2425-02-002-556000	04/08/25	15
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION - <i>SUBSTITUTE</i> (Group 3)	2425-02-002-558000	05/06/25	6
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS - <i>SUBSTITUTE</i> (Group 3)	2425-02-002-800033	05/06/25	4

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	<i>ONLY PERMANENT OR PROBATIONARY CSEA LUSD EMPLOYEES</i>	CSEA/ CONFID.	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>	CSEA	02/13/25 - CONTINUOUS
2425-02-002-553000	HEALTH SERVICES TECHNICIAN	<i>SUBSTITUTE WORK</i>	CSEA	02/03/25 - <i>CONTINUOUS</i>
2425-02-002-558000	INSTRUCTIONAL ASSISTANT <i>SPECIAL EDUCATION</i>	<i>SUBSTITUTE WORK</i>	CSEA	02/03/25 – CONTINUOUS
2425-02-002-800033	INSTRUCTIONAL ASSISTANT <i>SPECIAL NEEDS</i>	SUBSTITUTE WORK	CSEA	02/03/25 - <i>CONTINUOUS</i>
2424-04-001-800035	INTERPRETER/ TRANSLATOR	<i>SUBSTITUTE WORK</i>	CSEA	04/25/25 - 05/31/25
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 - CONTINUOUS

<u>Recruitment #</u>	<u>Examination Titles</u>	<u>Fields of Competition</u>	<u>Unit Affiliation</u>	<u>Open Date & Closing Date</u>
2425-04-001-800134	WAREHOUSE WORKER/DELIVERY DRIVER	<i>SUBSTITUTE WORK</i>	SEIU	04/25/25 - 05/31/25

12. NEXT MEETING DATE

Date: June 16, 2025 (*Regular Meeting*)

Time: 5:30 p.m.

Day: Monday

13. FUTURE ITEMS FOR AGENDA AND REQUESTS FOR UPDATES

14. ADJOURNMENT

It is moved that the Personnel Commission adjourn the meeting at 5:48 p.m.

Action: Motion J.M. Second M.Q.
Vote: Ayes 2 Noes 0

Approval of meeting adjournment was moved by Mr. Jason Marquez; seconded by Maria Quiñonez and was carried unanimously with 2 to 0 votes.

Respectfully submitted,



Claudia Lopez, Director, Classified Personnel

Attested:



Maria Quiñonez, Chairperson