



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on June 16, 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 5:35 p.m. on Monday, June 16, 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, encouraging everyone to pause and reflect in light of the current events affecting our country and state. She expressed her hope for everyone's safety and shared her wishes for a peaceful resolution to the ongoing situation.

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, Secretary – Present*

6. APPROVAL OF AGENDA

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

Regular Personnel Commission Meeting Agenda: June 16, 2025

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

Approval of the Personnel Commission agenda for June 16, 2025 was moved by Mr. Jason Marquez; seconded by Ms. Erika Rojas Parada and was carried unanimously with 3 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Claudia Lopez began the meeting by warmly greeting all attendees and expressing her sincere pleasure in being present. She proceeded to share the Classified Personnel Reports for May 22, 2025, and June 5, 2025, both of which had been approved during the respective Board Meetings.

She informed the Commissioners that the previously scheduled Classified Retirees Recognition event, originally set for June 26, 2025, has been postponed to a later date.

DIRECTOR'S REPORT - CONTINUED

Additionally, Ms. Lopez shared that she was invited to attend the California Association of Latino Superintendents and Administrators (CALSA) Summer Institute 2025, which will be held from June 25-28 in Chula Vista, CA. This year, she will be participating alongside all the Classified Managers.

8. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez extended her congratulations to Dr. Crosthwaite on his recent promotion to a higher level within his environment. She expressed her happiness to be part of his growth and to participate in his success.

Additionally, Ms. Quiñonez conveyed her desire to collaborate with the Board of Education and shared her enthusiasm upon seeing the board members present at a Chapter meeting. She highlighted that their presence is motivating and inspiring, reaffirming the importance of strong leadership and community involvement.

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> <i>Lillian Steptoe, CSEA Representative</i>
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Hawkins would like to express her gratitude to the Commissioner for inviting her to attend the recent PC meeting. She felt honored to have the opportunity to participate and appreciates the Commissioner's presence at the CSEA chapter meeting.

She also extends her sincere thanks to Ms. Lopez for her prompt assistance during summer school, including answering questions quickly and maintaining an open-door policy, which greatly supported staff and students alike.

Additionally, Ms. Hawkins wishes everyone a happy Juneteenth and Fourth of July. She encourages everyone to stay safe and attentive to their surroundings during this festive and potentially busy time.

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 May 19, 2025

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

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

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

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
CUSTODIAN - <i>SUBSTITUTE</i>	2425-05-001-550600	06/11/25	85
CHILD CARE ASSISTANT	2425-02-001-555000	06/12/25	2
HEALTH SERVICES TECHNICIAN <i>SUBSTITUTE (Group 3)</i>	2425-01-001-553000	05/20/2025	2
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION - <i>SUBSTITUTE (Group 4)</i>	2425-02-002-558000	05/29/25	4
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS - <i>SUBSTITUTE (Group 4)</i>	2425-02-002-800033	05/29/25	6

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/CONF.	08/05//24 – <i>CONTINUOUS</i>
2425-02-002-800012	CAMPUS MONITOR	<i>SUBSTITUTE WORK</i>	SEIU	02/03/25 – <i>CONTINUOUS</i>

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>
2425-06-001-550500	COOK	<i>PROMO AND OPEN TO THE PUBLIC</i>	SEIU	06/04/25 – 06/18/25
2425-05-001-550600	CUSTODIAN	<i>SUBSTITUTE WORK</i>	SEIU	05/21/25 – 06/04/25
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 – <i>CONTINUOUS</i>
2425-02-002-800033	INSTRUCTIONAL ASSISTANT <i>SPECIAL NEEDS</i>	<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 – <i>CONTINUOUS</i>
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(b). Public Employee Discipline/Dismissal/Release.

It is moved the Personnel Commission adjourn to closed session

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

The Personnel Commission adjourned to closed session at 5:52 p.m.

It is moved the Personnel Commission reconvene to open session:

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

The Personnel Commission adjourned to open session at 6:04 p.m.

13. REPORT OUT OF CLOSED SESSION

Information was received, direction provided and no reportable action.

14. NEXT MEETING DATE

Date: July 21, 2025 (Regular Meeting)

Time: 5:30 p.m.

Day: Monday

15. FUTURE ITEMS FOR AGENDA AND REQUESTS FOR UPDATES

The Personnel Commissioners would like to recognize and commend both CSEA and SEIU for their dedication and hard work. Their continued efforts are greatly appreciated and contribute significantly to our shared goals.

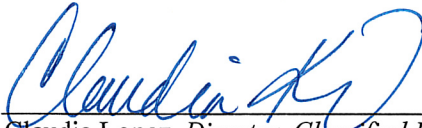
16. ADJOURNMENT

It is moved that the Personnel Commission adjourn the meeting at 6:08 p.m.

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

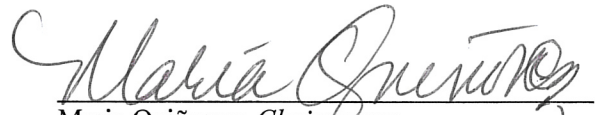
Approval of meeting adjournment was moved by Mr. Jason Marquez; seconded by Erika Rojas Parada and was carried unanimously with 3 to 0 votes.

Respectfully submitted,



Claudia Lopez, Director, Classified Personnel

Attested:



Maria Quiñonez, Chairperson