



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on August 18, 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 5:34 p.m. on Monday, August 18, 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. Ms. Quiñonez asked everyone to join her in reflecting why we are here and consider the work that we do for, Lynwood Unified School District.

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, Secretary – Present*

6. APPROVAL OF AGENDA

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

Regular Personnel Commission Meeting Agenda: August 18, 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 August 18, 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. Lopez began her report by announcing that Ms. Quinonez's birthday was scheduled for Wednesday, August 20, 2025. She extended her warm wishes and encouraged everyone to join in wishing Ms. Quinonez a very Happy Birthday.

She also took a moment to acknowledge the classified staff for their hard work and dedication in filling numerous vacancies. Their efforts were instrumental in maintaining the smooth operation of the organization.

Additionally, Ms. Lopez provided the commissioners with an update on ongoing recruitment efforts, noting progress and challenges. She also discussed recent separations and highlighted adjustments made to class assignments to better serve our objectives.

8. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez expressed her desire to appreciate the staff for their hard work and efforts. She acknowledged that their dedication had not gone unnoticed and commended their commitment to the organization's goal. The commissioner emphasized the importance of recognizing staff contributions and encouraged continued excellence in their work.

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, President CSEA</i>
SEIU Official Leadership	☒ Yes ☐ No	<i>Samuel Conner, SEIU</i>

Diana Hawkins discussed the changes being implemented for the instructional assistants by the special education department. She mentioned that the instructional assistants were receiving additional training before starting their assignments and that was a good thing. Additionally, she attended a conference to advocate against budget cuts, emphasizing the importance of supporting children.

Sam Conner wished Ms. Quiñonez a happy birthday and mentioned that he would be attending the PC meetings occasionally. He also thanked the commissioners for inviting him to the 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 July 28, 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 for Attendance and Expenditures for Organizations Relevant to Personnel Commission Responsibilities for the 2025-2026 school year.

It is moved that the Personnel Commission approve attendance and expenditures for the following training for the 2025-2026 school year for one (1) Personnel Specialist provided by the California School Personnel Commissioners Association (CSPCA).

1. Personnel Analyst Development (Training Series), \$600.00 per person (Ref.10.B).

Action: Motion J.M. Second M.Q.
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. 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.
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.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
ACCOUNTING TECHNICIAN	2425-06-002-513000	07/22/25	11
BILINGUAL STIPEND (Group 6)	2425-08-001-500000	07/23/25	3
CAMPUS MONITOR (Group 1) – EXTENDED LIST	2425-08-001-800012	08/01/25	16
COLLEGE CAREER CENTER TECHNICIAN – EXTENDED LIST	2425-08-001-800014	08/01/25	5
COMMUNITY SCHOOLS CASE MANAGER (GRANT-FUNDED)	2526-07-001-800161	08/08/25	6
DIRECTOR, NUTRITION AND WELLNESS	2425-06-001-599009	08/07/25	2
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION (Group 1) – EXTENDED LIST	2425-07-001-558000	08/01/25	26
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS (Group 1) – EXTENDED LIST	2425-07-001-800033	08/01/25	34
NETWORK/COMPUTER SPECIALIST – EXTENDED LIST	2425-07-001-800040	08/01/25	14
NUTRITION SERVICES SATELLITE KITCHEN OPERATOR (SKO) – EXTENDED LIST	2425-07-001-575000	08/01/25	3

Eligibility List - *CONTINUED*

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
NUTRITION SERVICES SUPERVISOR – <i>EXTENDED LIST</i>	2425-07-001-590070	08/01/25	8
NUTRITION SERVICES WORKER I (Group 1) – <i>EXTENDED LIST</i>	2425-08-001-550800	08/01/25	21
OFFICE ASSISTANT II – <i>EXTENDED LIST</i>	2425-08-001-800043	08/01/25	31
RECORDS CLERK	2425-06-001-600008	07/17/25	6
SECURITY OFFICER (Group 1) – <i>EXTENDED LIST</i>	2425-08-001-570200	08/01/25	5
SENIOR ACCOUNTING TECHNICIAN – <i>EXTENDED LIST</i>	2324-06-001-800108	08/01/25	12
SENIOR DIRECTOR, FACILITIES, PLANNING, AND DEVELOPMENT	2425-06-001-800150	08/01/25	7

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 / CONFIDENTIAL	08/05/24 – <i>CONTINUOUS</i>
2526-08-001-800161	BOND PROJECT MANAGER	<i>FULL-TIME</i>	NON-REP	08/04/25 -08/15/25
2425-02-002-558000	<u>INSTRUCTIONAL ASSISTANT</u> <i>SPECIAL EDUCATION</i>	<i>SUBSTITUTE WORK</i>	CSEA	02/03/25 – <i>CONTINUOUS</i>
2425-02-002-800033	<u>INSTRUCTIONAL ASSISTANT</u> <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. Public Employee Performance Evaluation.
Title: Director of Classified Personnel

It is moved the Personnel Commission adjourn to closed session.

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

The Personnel Commission adjourned to open session at 6:02 p.m.

13. REPORT OUT OF CLOSED SESSION – No Report

14. NEXT MEETING DATE

Date: September 15, 2025 (*Regular Meeting*)

Time: 5:30 p.m. **Day:** Monday

15. FUTURE ITEMS FOR AGENDA AND REQUESTS FOR UPDATES – Celebrating the Unions! Thanking them for the support.

16. ADJOURNMENT

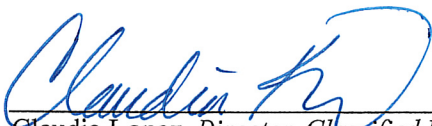
It is moved that the Personnel Commission adjourn the meeting at 6:04 p.m.

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

Approval of meeting adjournment was moved by Mr. Jason Marquez; 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