



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on July 28, 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, July 28, 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

Ms. Maria Quiñonez led the silent reflection. Ms. Quiñonez requested everyone to reflect on the services this Commission and its staff render to the employees, students, families and the community of Lynwood Unified School District.

4. ROLL CALL OF COMMISSIONERS

*Ms. Maria Quiñonez, Chairperson - Present
Ms. Erika Rojas Parada, Vice - Chairperson - Present
Mr. Jason Marquez, Member - Absent*

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: July 28, 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 July 28, 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. Lopez provided the commissioners with an informational update on ongoing recruitment, separations, and class assignments. She also announced she is developing the classified staff professional development plan for the 2025-2026 school year, which currently includes six scheduled classes. Permanent Instructional Assistants will receive a mandatory six-hour paid orientation prior to classroom assignment. A new employee orientation, accessible via Zoom and featuring participation from all departments, will be held to welcome new hires. Furthermore, professional development opportunities for clerical staff are being planned to enhance support and focus on customer service.

8. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez is pleased to hear that there will be training sessions for classified staff this year. She also wishes to express appreciation for both union leaderships. She was happy to know they were informed about the upcoming trainings, appreciation and were glad to know their hard work will be acknowledged.

Ms. Lopez has spoken with both unions and agreed to hold the appreciation event in September. They were also asked to invite their respective representatives.

Additionally, Ms. Quiñonez would like to extend her gratitude to all classified staff and the Director of Classified Staff for their dedication and hard work, which has not gone unnoticed.

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) - 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 June 16, 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. Approval to Enter into an Agreement with Musick, Peeler & Garrett LLP, to Provide Legal Services Reasonably Required in Connection with Hearing Officer Services.

It is moved that the Personnel Commission enter into an agreement with Musick, Peeler & Garrett LLP, to provide legal services reasonably required in connection with hearing officer services fees

to at the following basic hourly rates. (Ref.10.B)

- Partners \$350.00
- Associates \$325.00
- Paralegals \$150.00

Action: Motion E.R.P. Second M.Q.
Vote: Ayes 2 Noes 0

Approval of Item 10.B. 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.

C. Approval of Establishing the Classification and Recommended Salary Range for Bond Project Manager.

It is moved that the Personnel Commission approve establishing the classification and recommended salary range of 354M - \$11,390.00 - \$13,844.00 monthly for Bond Project Manager and approve the associated classification specification, in accordance with Education Code Section 45267. (Ref.10.C)

Action: Motion E.R.P. Second M.Q.
Vote: Ayes 2 Noes 0

Approval of Item 10.C. 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.

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 E.R.P. Second M.Q.
Vote: Ayes 2 Noes 0

Approval of Item 10.D. 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
CAMPUS MONITOR – <i>SUBSTITUTE (Group 2)</i>	2425-02-002-800012	06/23/25	13
COOK	2425-06-001-550500	07/11/25	4
HEALTH SERVICES TECHNICIAN – <i>SUBSTITUTE (Group 4)</i>	2425-01-001-553000	06/23/25	1
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – <i>SUBSTITUTE (Group 5)</i>	2425-02-002-558000	06/17/25	6
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – <i>SUBSTITUTE (Group 6)</i>	2425-02-002-558000	07/16/25	11

11. INFORMATION ONLY

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – <i>(Group 11) Extended List</i>	2425-07-001-558000	07/16/25	10
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – <i>(Group 12) Extended List</i>	2425-07-001-558000	07/16/25	10
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – <i>SUBSTITUTE (Group 5)</i>	2425-02-002-800033	06/17/25	6
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – <i>SUBSTITUTE (Group 6)</i>	2425-02-002-800033	07/16/25	9
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – <i>(Group 11) Extended List</i>	2425-07-001-800033	07/16/25	13
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – <i>(Group 12) Extended List</i>	2425-07-001-800033	07/16/25	13
INTERPRETER/ TRANSLATOR – <i>SUBSTITUTE</i>	2425-04-001-800035	06/17/25	19
SECURITY OFFICER – <i>SUBSTITUTE (Group 3)</i>	2425-02-002-570200	06/12/25	3
SECURITY OFFICER – <i>SUBSTITUTE (Group 4)</i>	2425-02-002-570200	07/08/25	3
WAREHOUSE WORKER/ DELIVERY DRIVER – <i>SUBSTITUTE</i>	2425-04-001-800134	06/13/25	5

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>
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. **NEXT MEETING DATE**

Date: August 18, 2025 (*Regular Meeting*)

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

13. **FUTURE ITEMS FOR AGENDA AND REQUESTS FOR UPDATES** - *None*

14. **ADJOURNMENT**

It is moved that the Personnel Commission adjourn the meeting at 6:15 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 Rojas Parada; seconded by Ms. Maria Quiñonez and was carried unanimously with 2 to 0 votes.

Respectfully submitted,



Claudia Lopez, *Director, Classified Personnel*

Attested:



Maria Quiñonez, *Chairperson*