



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on September 15, 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 5:43 p.m. on Monday, September 15, 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 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 - 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: September 15, 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 September 15, 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 opened the meeting by warmly greeting all attendees and expressing her sincere pleasure in being present. She then presented the Classified Personnel Reports for August 28, 2025, and September 11, 2025, both of which had been approved during their respective Board meetings.

She informed the Commissioners about the upcoming 2025 Years of Service & Retirees Recognition event scheduled for October 1, 2025, providing invitations to the Commissioners, CSEA, and SEIU, and extended a warm welcome for them to attend.

In addition, Ms. Lopez announced the Classified Employee Association Leadership Recognition for both CSEA and SEIU. Leadership members in attendance were presented with certificates by the Commissioners as a token of appreciation for their dedication and hard work.

8. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez expressed her sincere appreciation for the leadership of both CSEA and SEIU, as well as the Commissioners. She also acknowledged Mr. Jose Luis Solache, who stopped by to offer his congratulations and extend his greetings.

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>

Assembly Member Solache stopped by to extend his best wishes to everyone, expressing hope for continued happiness and success for all. He shared that Lynwood has always been, and will always be, home to him, and he expressed how meaningful it was to be surrounded by familiar faces and the community he cherishes.

Diana Hawkins expressed that she was pleased and honored to be invited to the Personnel Commission meeting and sincerely appreciates the award she received. She was glad to witness Mr. Solache advocating for middle-class employees. Diana also shared that she is attending monthly sessions with Ms. Lillian Steptoe to begin accommodating the school sites regarding the Facilities Optimization meetings. She informed the Commissioners that CSEA is currently in negotiations and expressed her gratitude for the opportunity to consult with Ms. Lopez when questions arise.

George Murillo thanked the Commissioners for their kind invitation and expressed appreciation to the Classified Personnel staff for their hard work and dedication.

Sam Conner also thanked the Commissioners for the invitation to the Personnel Commission meeting. Like Diana Hawkins, he is involved in the Facilities Optimization meetings, which occur monthly. He noted that they recently encountered some issues that required clarification from the Director, but overall, the process has been going well.

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 August 18, 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. 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.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.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
BOND PROJECT MANAGER <i>(NEW)</i>	2526-08-001-800167	08/29/25	4
INSTRUCTIONAL ASSISTANT <i>SPECIAL EDUCATION – SUBSTITUTE</i> (Group 7)	2425-02-002-558000	09/08/25	16
INSTRUCTIONAL ASSISTANT <i>SPECIAL NEEDS – SUBSTITUTE</i> (Group 7)	2425-02-002-800033	09/08/25	21
SECRETARY	2526-08-001-600011	09/08/25	13

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>
2425-02-002-800033	<u>INSTRUCTIONAL ASSISTANT</u> <i>SPECIAL NEEDS</i>	<i>FULL-TIME AND/OR SUBSTITUTE WORK</i>	CSEA	09/08/25 – 09/19/25 <i>(or sooner)</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>

Job Posting - Continued

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2425-02-002-570200	SECURITY OFFICER	<i>SUBSTITUTE WORK</i>	SEIU	02/03/25 – <i>CONTINUOUS</i>
2526-09-001-800150	SENIOR DIRECTOR, FACILITIES, PLANNING & DEVELOPMENT	<i>FULL-TIME</i>	NON-REP	09/02/25 – 09/15/25 (or sooner)
2425-02-002-800073	SENIOR HEALTH SERVICES TECHNICIAN	<i>SUBSTITUTE WORK</i>	CSEA	02/03/25 – <i>CONTINUOUS</i>

12. RECESS TO CLOSED SESSION - Item 12A – Closed Session: Public Employee Performance Evaluation – No closed session was held. The item was tabled to a future 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 J.M. Second M.Q. Call for the Question
Vote: Ayes 2 Noes 0

The Personnel Commission adjourned to closed session at _____ p.m.

It is moved the Personnel Commission reconvene to open session:

Action: Motion _____ Second _____ Call for the Question
Vote: Ayes _____ Noes _____

The Personnel Commission adjourned to open session at _____ p.m.

13. REPORT OUT OF CLOSED SESSION

14. NEXT MEETING DATE

Date: October 20, 2025 (*Regular Meeting*)

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

15. FUTURE ITEMS FOR AGENDA AND REQUESTS FOR UPDATES – None

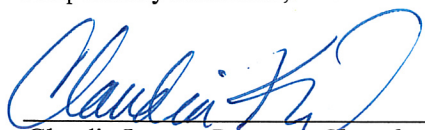
16. ADJOURNMENT

It is moved that the Personnel Commission adjourn the meeting at 6:09 p.m.

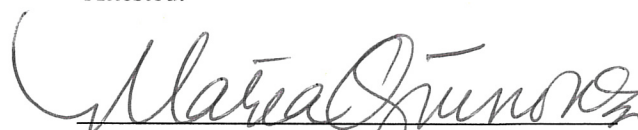
Action: Motion J.M. Second M.Q.
Vote: Ayes 2 Noes 0

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

Respectfully submitted,


Claudia Lopez, Director, Classified Personnel

Attested:


Maria Quiñonez, Chairperson