



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on October 20, 2025 at 5:30p.m.

1. CALL TO ORDER

Chairperson Ms. Maria Quiñonez called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 5:32 p.m. on Monday, October 20, 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. Ms. Erika Rojas Parada reflected silently on all the many blessings we had been fortunate to experience. She acknowledged the countless reasons to be grateful—moments of kindness, love, growth, and resilience. She gently invited everyone to take a moment of silence to honor and cherish all the good things we carried in our hearts. In that quietude, we remembered the positive, the hopeful, and the blessings that had touched our lives, filling us with gratitude and peace.

4. ROLL CALL OF COMMISSIONERS

*Ms. Maria Quiñonez, Chairperson - Present
Ms. Erika Rojas Parada, Vice - 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: October 20, 2025

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

Approval of the Personnel Commission agenda for October 20, 2025 was moved by Ms. Erika Rojas Parada; seconded by Mr. Jason Marquez 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 October 9, 2025, which had been approved.

Ms. Claudia Lopez provided feedback on the 2025 Years of Service & Retirees Recognition event that took place on Wednesday, October 1, 2025, at Firebaugh High School. She noted it was a great turnout, with many employees attending.

Additionally, Ms. Claudia Lopez informed the Commissioners about updates related to SB 1100 Driver's License Requirements, noting that these requirements will be reviewed and either added to or removed from specific job descriptions based on position responsibilities and state compliance standards. She further announced that a Mandatory Customer Service Training for Secretaries and Attendance Assistants is scheduled for November 5, 2025, emphasizing the importance of this training in enhancing communication, professionalism, and service quality across school sites.

Finally, she shared that a comprehensive revision of the Personnel Commission Rules and Regulations is currently in progress to ensure they remain up to date and aligned with current practices and legal requirements. In addition, she introduced an upcoming presentation outlining the process for establishing a new classification in accordance with Personnel Commission Rules and Regulations — providing an overview of the required steps, criteria, and approval procedures involved in creating a new job classification.

8. **COMMENTS FROM COMMISSIONERS** – The Personnel Commission thanked Ms. Claudia Lopez for the presentation.

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	Hank Lu, Director of Risk Management
CSEA Official Leadership	☒ Yes ☐ No	Diana Hawkins, President CSEA
SEIU Official Leadership	☒ Yes ☐ No	

Diana Hawkins expressed her gratitude to the Personnel Commission for inviting her to the meeting. She shared that she attended the Years of Service Celebration and thoroughly enjoyed the event, commending the recognition of staff dedication. Diana also highlighted the New Employee Training for Instructional Assistants, describing it as highly effective and beneficial in helping her build meaningful connections with new employees following the training.

However, Diana raised a concern regarding the Data Analyst position, explaining that the vacancy was not communicated to her and that she felt excluded and distrusted throughout the process. She stated that she had requested a meeting to address her concerns, but no one had met with her to provide clarification. Diana further noted that, despite the Personnel Commission Director's presentation outlining a clear hiring process, she believed that this process was not followed in the handling of the Data Analyst position.

In response, Ms. Claudia Lopez acknowledged Diana's concerns and explained that, to her understanding, Ms. Hawkins had previously met with the Superintendent, the Superintendent of Human Resources, and the Superintendent of Educational Services to discuss this matter on multiple occasions. Ms. Lopez shared that the District administration has made several efforts to meet with Ms. Hawkins and listen to her perspective. Nonetheless, Ms. Lopez apologized for any ongoing misunderstanding and emphasized her commitment to ensuring transparency and open communication. She informed the Commissioners that she would reach out once again to District administration to request an additional meeting with Ms. Hawkins to ensure that all parties have a shared understanding and that her concerns are fully addressed.

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 September 15, 2025

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

Approval of Item 10.A. of the PC Agenda was moved by Ms. Erika Rojas Parada; seconded by Mr. Jason Marquez 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	<u>E.R.P.</u>	Second	<u>J.M.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

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

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
BILINGUAL BILITERATE STIPEND EXAM – (Group 7)	2425-08-001-000000	09/19/25	2
CUSTODIAN	2526-08-001-550600	09/19/25	66
INSTRUCTIONAL ASSISTANT – ARTS, MEDIA, AND ENTERTAINMENT	2526-08-001-800032	09/26/25	10
INSTRUCTIONAL ASSISTANT – SPECIAL NEEDS	2526-08-001-800033	09/26/25	34
LIBRARY MEDIA ASSISTANT	2526-08-001-559000	09/12/25	13
PERSONNEL SPECIALIST	2526-09-001-800500	10/14/25	7

SENIOR DIRECTOR, FACILITIES, PLANNING, AND DEVELOPMENT	2526-09-001-800150	10/10/25	5
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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	ONLY PERMANENT OR PROBATIONARY CSEA LUSD EMPLOYEES	CSEA	08/05/24 – CONTINUOUS
2526-09-001-550300	BUS DRIVER	SUBSTITUTE ONLY	SEIU	09/19/25 – CONTINUOUS
2526-10-001-800165	CHEF SUPERVISOR	FULL-TIME	NON-REP	10/13/25 – 10/24/25 (or sooner)
2526-10-001-800164	ENGLISH LANGUAGE PROGRAM SPECIALIST	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	10/13/25 – 10/24/25 (or sooner)
2425-02-002-558000	INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION	SUBSTITUTE ONLY	CSEA	02/03/25 – CONTINUOUS
2425-02-002-800033	INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	SUBSTITUTE ONLY	CSEA	02/03/25 – CONTINUOUS
2526-10-001-800100	NUTITION SERVICES COORDINATOR	FULL-TIME	NON-REP	10/08/25 – 10/21/25 (or sooner)
2526-10-001-800100	NUTRITION SERVICES WORKER I	SUBSTITUTE ONLY	SEIU	10/09/25 – CONTINUOUS
2425-08-002-570200	SECURITY OFFICER	SUBSTITUTE ONLY	SEIU	02/03/25 – CONTINUOUS
2425-02-002-800073	SENIOR HEALTH SERVICES TECHNICIAN	SUBSTITUTE ONLY	CSEA	02/03/25 – CONTINUOUS
2526-10-001-800112	SPEECH AND LANGUAGE PATHOLOGY ASSISTANT	FULL-TIME	CSEA	10/13/25 – 10/24/25 (or sooner)
2526-10-001-572000	STUDENT SERVICES	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	10/13/25 – 10/24/25 (or sooner)

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

The Personnel Commission adjourned to closed session at 6:41 p.m.
It is moved the Personnel Commission reconvene to open session:

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

The Personnel Commission adjourned to open session at 7:35 p.m.

13. REPORT OUT OF CLOSED SESSION

14. NEXT MEETING DATE

Date: November 17, 2025 (*Regular Meeting*)

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

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

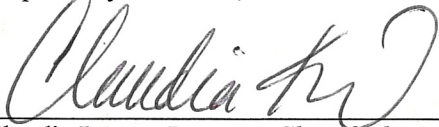
16. ADJOURMENT

It is moved that the Personnel Commission adjourn the meeting at 7:37 p.m.

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

Respectfully submitted,



Claudia Lopez, Director, Classified Personnel

Attested:



Maria Quiñonez, Chairperson

