



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on December 9, 2025 at 5:30p.m.

1. CALL TO ORDER

Vice-Chairperson Ms. Erika Rojas Parada called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 5:30 p.m. on Tuesday, December 9, 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 - Absent
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: December 9, 2025

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

Approval of the Personnel Commission agenda for December 9, 2025 was moved by Mr. Jason Marquez; seconded by Ms. Erika Rojas Parada and was carried unanimously with 2 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 23, 2025 and November 13, 2025, which had been approved.

Ms. Claudia Lopez briefed the commissioners about the upcoming 2026 CSPCA Annual Conference, scheduled for March 15-17, 2026, in San Diego. She requested that those planning to attend inform her so she can arrange for early registration. Additionally, she provided a summary and presentation of the Personnel Commission Annual Report for the 2024-2025 school year.

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	Carlos Zaragoza, Assistant Superintendent of Human Resources
CSEA Official Leadership	☒ Yes ☐ No	Diana Hawkins, President CSEA
SEIU Official Leadership	☒ Yes ☐ No	

Ms. Diana Hawkins expressed her appreciation to the Personnel Commission for the opportunity to attend the meeting. She requested additional clarification regarding the Data Analyst position that is currently on hold within the Special Education Department. Specifically, Ms. Hawkins sought a better understanding of the scope of responsibilities associated with the position and how it would function within the department if approved.

In addition, Ms. Hawkins inquired about several related topics, including limited-term positions, working-out-of-class (WOOC) assignments, the eligibility list, and the process for extending eligibility lists.

Ms. Lopez addressed Ms. Hawkins' questions regarding limited-term and working-out-of-class assignments. She explained that these assignments are typically approved for a duration of six months, with the possibility of extension depending on operational needs and applicable rules. Ms. Lopez also clarified the distinction between a working-out-of-class assignment and a limited-term position, outlining how each is used and governed. Additionally, she explained that the Director of Classified Personnel has the discretion to extend an eligibility list either to a later date or for up to one year, based on recruitment needs and other relevant factors.

Mr. Carlos Zaragoza thanked the Commissioners for inviting him to attend the meeting and provided further insight into the Data Analyst position, emphasizing its importance to the department. He noted that although the position is currently on hold, the department may proceed with recruitment in the future should the need arise. Mr. Zaragoza also informed the Commission that, as Ms. Lopez's evaluation was included on the meeting agenda, he highly recommends Ms. Lopez for the permanent position. He concluded by commending Ms. Lopez for her work, noting that she is very helpful, knowledgeable, and a valuable asset to the District.

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 October 20, 2025

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

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 2 to 0 votes.

B. Approval of 2024-2025 Personnel Commission Annual Report

It is moved that the Personnel Commission review and approve the 2024-2025 Personnel Commission Annual Report (Ref.10.B).

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

Approval of Item 10.B. of the PC Agenda was moved by Mr. Jason Marquez; seconded by Ms. Erika Rojas Parada and was carried unanimously with 2 to 0 votes.

C. Reorganization of the Personnel Commission – Item 10.C was tabled to next PC Meeting.

It is moved that _____ be nominated and approved as Chairperson of the Personnel Commission of Lynwood USD from December 1, 2025 thru December 1, 2026, in accordance with Education Code section 45247.

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

It is moved _____ be nominated and elected as Vice-Chairperson of the Personnel Commission of Lynwood USD from December 1, 2025 thru December 1, 2026, in accordance with Education Code section 45247.

Action:	Motion	Second
Vote:	Ayes	Noes

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

Approval of Item 10.D. of the PC Agenda was moved by Mr. Jason Marquez; seconded by Ms. Erika Rojas Parada and was carried unanimously with 2 to 0 votes.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
ATTENDANCE ASSISTANT (EXTENDED LIST)	2425-11-001-800006	11/03/25	23

Eligibility List – CONTINUED

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
CAMPUS MONITOR (EXTENDED LIST)	2425-08-001-800012	11/03/25	10
CHEF SUPERVISOR	2526-10-001-800165	11/10/25	6
DATA ANALYST	2526-09-001-800104	10/29/25	11
DISTRICT RECORDS TECHNICIAN (EXTENDED LIST)	2425-10-001-800020	11/03/25	8
ENGLISH LANGUAGE PROGRAM SPECIALIST	2526-10-001-800164	11/14/25	8
FOSTER CARE/MCKINNEY VENTO CASE MANAGER (EXTENDED LIST)	2425-10-001-800119	11/03/25	12
HEALTH SERVICES TECHNICIAN (EXTENDED LIST)	2425-09-001-553000	11/03/25	3
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – SUBSTITUTE ONLY (Group 8)	2425-02-002-558000	11/17/25	12
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – SUBSTITUTE ONLY (Group 8)	2425-02-002-800033	11/17/25	14
INTERPRETER/TRANSLATOR (SPANISH)	2526-09-001-800035	11/04/25	10
NUTRITION SERVICES COORDINATOR	2526-10-001-800100	11/10/25	6
SENIOR PERSONNEL SPECIALIST (EXTENDED LIST)	2425-11-001-800026	11/03/25	5
STUDENT SERVICES ASSISTANT	2526-10-001-572000	11/05/25	8

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	<u>BILINGUAL/BI-LITERATE</u> STIPEND EXAM	ONLY PERMANENT OR PROBATIONARY <u>CSEA</u> LUSD EMPLOYEES	CSEA	<u>08/05/24 –</u> <u>CONTINUOUS</u>
2526-09-001-550300	BUS DRIVER	SUBSTITUTE ONLY	SEIU	<u>09/19/25 –</u> <u>CONTINUOUS</u>

14. **NEXT MEETING DATE**

Date: January 26, 2026 (*Regular Meeting*)

Time: 5:30 p.m.

Day: Monday

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

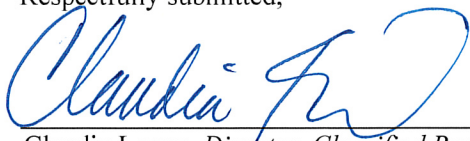
16. **ADJOURNMENT**

It is moved that the Personnel Commission adjourn the meeting at 6:58 p.m.

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

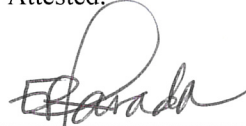
Approval of meeting adjournment was moved by Mr. Jason Marquez; seconded by Ms. Erika Rojas Parada and was carried unanimously with 2 to 0 votes.

Respectfully submitted,



Claudia Lopez, *Director, Classified Personnel*

Attested:



Erika Rojas Parada, *Vice-Chairperson*