



PERSONNEL COMMISSION MINUTES for the SPECIAL MEETING on January 26, 2026 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 5:40 p.m. on Wednesday, January 26, 2026. 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 gather their thoughts and give thanks for everything received. She asked everyone to ask for blessings and wisdom for the Commissioners, the District, and all the employees as they serve students and the community.

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: January 26, 2026

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 January 26, 2026 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 expressed her appreciation to the Commissioners for attending the Beam Signing ceremony at Lynwood High School, noting that their presence and support made the event especially meaningful for the school community. She also warmly welcomed Ms. Quiñonez back, sharing that she was greatly missed at the previous meeting and that everyone was pleased to see her return.

8. COMMENTS FROM COMMISSIONERS

Mr. Marquez echoed Ms. Lopez's sentiments, sharing that Ms. Quiñonez was truly missed at the previous meeting. He also conveyed that, should the need arise to reschedule a Personnel Commission meeting, he is more than willing to adjust the date and is flexible in accommodating everyone's availability. He emphasized his consideration for others' schedules and needs.

Ms. Quiñonez shared that she had missed attending the Personnel Commission meetings and expressed how happy she was to be back. She explained that she is generally unavailable on Tuesdays due to prior commitments and would therefore need to reschedule meetings that fall on that day. She also noted that she was pleased to attend the Beam signing at Lynwood High School and appreciated the opportunity to participate in the event.

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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
District Administration	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
CSEA Official Leadership	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lilian Steptoe, CSEA
SEIU Official Leadership	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Ms. Lilian Steptoe expressed her sincere appreciation to the Commissioners for the invitation to attend the Personnel Commission Meeting, noting that she valued the opportunity to be present and participate. She also shared how happy she was to see Ms. Quiñonez at the BEAM signing ceremony at Lynwood High School, adding that it was wonderful to reconnect and celebrate the occasion together.

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 December 9, 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. Reorganization of the Personnel Commission

It is moved that **Erika Rojas Parada** 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 J.M. Second M.Q.
Vote: Ayes 2 Noes 0

It is moved **Jason Marquez** 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 J.M. Second M.Q.
Vote: Ayes 2 Noes 0

C. Approval of Expenditures for Organizations Relevant to Personnel Commission Responsibilities for the 2025-2026 school year.

It is moved that the Personnel Commission approve expenditures for the following training and conference for the year 2025-2026:

- 1. California School Personnel Commissioners Association Annual Conference for \$799.00 (Ref.10.C).

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

D. Rules and Regulations

First Reading and Discussion of the Proposed Amendment to Personnel Commission Rule 60.600, Layoff(s) (Ref.10.D).

NO ACTION REQUIRED.

E. 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.E. 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
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION	2425-02-002-558000	12/11/25	29
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION - SUBSTITUTE ONLY (Group 9)	2425-02-002-558000	01/12/26	5

INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	2425-02-002-800033	12/11/25	21
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – SUBSTITUTE ONLY (Group 9)	2425-02-002-800033	01/12/26	7
NUTRITION SERVICE WORKER I SUBSTITUTE ONLY (Group 1)	2526-09-001-550800	01/12/26	26
NUTRITION SERVICES SATELLITE KITCHEN OPERATOR	2526-11-001-575000	01/12/26	5

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>
2526-12-001-800163	CERTIFIED STUDENT SUPPORT ANALYST	FULL-TIME	NON-REP	EXTENDED TO <u>01/26/26</u> (or sooner)
2526-01-001-555000	CHILD CARE ASSISTANT	SUBSTITUTE ONLY	CSEA	<u>01/08/25 –</u> <u>CONTINUOUS</u>
2425-02-002-558000	INSTRUCTIONAL ASSISTANT <i>SPECIAL EDUCATION</i>	SUBSTITUTE ONLY	CSEA	<u>02/03/25 –</u> <u>CONTINUOUS</u>
2425-02-002-800033	INSTRUCTIONAL ASSISTANT <i>SPECIAL NEEDS</i>	SUBSTITUTE ONLY	CSEA	<u>02/03/25 –</u> <u>CONTINUOUS</u>
2526-10-001-800100	NUTRITION SERVICES WORKER I	SUBSTITUTE ONLY	SEIU	<u>10/09/25 –</u> <u>CONTINUOUS</u>
2425-08-002-570200	SECURITY OFFICER	SUBSTITUTE ONLY	SEIU	<u>02/03/25 –</u> <u>CONTINUOUS</u>
2425-02-002-800073	SENIOR HEALTH SERVICES TECHNICIAN	SUBSTITUTE ONLY	CSEA	<u>02/03/25 –</u> <u>CONTINUOUS</u>
2526-11-001-800134	WAREHOUSE WORKER/ DELIVERY DRIVER	SUBSTITUTE ONLY	SEIU	<u>11/20/25 –</u> <u>CONTINUOUS</u>

12. RECESS TO CLOSED SESSION

A. Pursuant to Government Code 54957(b)(1). Public Employee Appointment / Assignment

Title: Personnel Specialist

It is moved the Personnel Commission adjourn to closed session.

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

The Personnel Commission adjourned to closed session at **6:06 p.m.**

It is moved the Personnel Commission reconvene to open session:

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

The Personnel Commission adjourned to open session at **6:54 p.m.**

Information was received.

13. REPORT OUT OF CLOSED SESSION

14. NEXT MEETING DATE

Date: February 17, 2026 (*Regular Meeting*)

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

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

16. ADJOURNMENT


It is moved that the Personnel Commission adjourn the meeting at **6:56 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
 Erika Rojas Parada