



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on February 18, 2026 at 5:30 p.m.

1. CALL TO ORDER

Chairperson Erika Rojas Parada called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 5:35 p.m. on Wednesday, February 18, 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. Erika Rojas Parada led the silent reflection with a moment of silence.

4. ROLL CALL OF COMMISSIONERS

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

5. STAFF PRESENT

Claudia López, 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: February 18, 2026

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 February 18, 2026 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

Claudia provided a brief explanation of the February 12, 2026 Classified Personnel Report and the Classified Layoff Resolution. She explained the Human Resources department will continue to keep employees and the commissioners informed regarding seniority lists as well as movements, promotions, and layoffs as more information is gathered for the next Personnel Commission meeting held on March 18, 2026. Finally, she thanked the commissioners for their time and attendance.

8. COMMENTS FROM COMMISSIONERS - *None.*

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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SEIU Official Leadership	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Samuel Conner

B. General Public (Request to Speak Form Required) – Virginia Ford

Virginia Ford, a Facility Operations Manager, voiced her concerns about the proposed layoffs of additional managers. She explained that LUSD has approximately twenty-two schools and currently only two Facility Operations Managers on staff. Originally, there were four positions; however, one manager was promoted and another position was eliminated two years ago and remains vacant. She emphasized that dividing the workload of four managers between just two has made it increasingly difficult to properly maintain school sites. As a result, schools are not being kept up to the standard they require. For these reasons, she urged the commissioners to reconsider the proposed layoffs.

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).

SPECIAL Personnel Commission Meeting Minutes January 20, 2025

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

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 2 to 0 votes.

B. Rules and Regulations

Second Reading and approval of Personnel Commission Rule 60.600, Layoff(s)

It is moved that the Personnel Commission approve the proposed amendment to the Personnel Commission Rule 60.600, Layoff(s) (Ref.10.B).

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

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. Approval of Job Description Updates for Maintenance Service, Logistics, Compliance Supervisor

It is move that the Personnel Commission approve the updated job description for Maintenance Service, Logistics, and Compliance Supervisor, and adopt the associated classification specification, in accordance to Education Code Section 45267 (Ref.10.C).

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

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

D. Approval of Title and Salary Range Change for Maintenance Service, Logistics, and Compliance Supervisor

It is moved that the Personnel Commission approve the title and salary range change of Maintenance Service, Logistics, and Compliance Supervisor (Range 335S; \$89,820 - \$109,212 Annually) to Maintenance and Compliance Supervisor (Range 336S; \$92,076 - \$111,936 Annually), in accordance to Education Code Section 45267.

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

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

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 E.P.
 Vote: Ayes 2 Noes 0

Approval of Item 10.E. 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
INSTUCTIONAL ASSISTANT SPECIAL NEEDS	2526-02-003-800033	02/23/26	46
BILINGUAL/BILITERATE STIPEND	2425-08-001-000000	03/04/26	4
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION <i>SUBSTITUTE ONLY</i>	2425-02-002-558000	03/04/26	9
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS <i>SUBSTITUTE ONLY</i>	2425-02-002-800033	03/16/26	17
NUTRITION SERVICE WORKER I <i>SUBSTITUTE ONLY</i>	2526-09-001-550800	03/16/26	15
WAREHOUSE WORKER/DELIVERY DRIVER	2526-11-001-800134	03/16/26	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>
2526-01-001-555000	CHILD CARE ASSISTANT	SUBSTITUTE ONLY	CSEA	<u>01/08/25 –</u> <u>CONTINUOUS</u>
2526-02-001-599018	COMMUNICATIONS OFFICER	FULL- TIME	NON-REP	<u>02/18/26 –</u> <u>03/10/26</u> OR SOONER
2526-03-002-800032	INSTRUCTIONAL ASSISTANT ARTS, MEDIA, AND ENTERTAINMENT	FULL-TIME AND/OR SUBSTITUE WORK	CSEA	<u>03/10/26-</u> <u>03/23/26</u> OR SOONER
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	FULL-TIME AND/OR SUBSTITUE WORK	CSEA	<u>03/10/26 –</u> <u>03/30/26</u> OR SOONER
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>E.R.P.</u>
Vote:	Ayes	<u>2</u>	Noes	<u>0</u>

Approval of Item 12.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.

The Personnel Commission adjourned to closed session at **5:59 p.m.**

It is moved the Personnel Commission reconvene to open session:

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

The Personnel Commission adjourned to open session at **6:45 p.m.**
Information was received.

13. REPORT OUT OF CLOSED SESSION: *Nothing to report*

14. NEXT MEETING DATE

Date: March 18, 2026 (*Regular Meeting*)

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

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

16. ADJOURNMENT

It is moved that the Personnel Commission adjourn the meeting at **6:45 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,

Attested:



 Claudia Lopez, Director, Classified Personnel



 Ms. Erika Rojas Parada, Chairperson