



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on March 23, 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 5:30 p.m. on Monday March 23, 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: March 23, 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 March 23, 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

Ms. Claudia Lopez reviewed the February 26 and March 12, 2026 Board agendas and shared highlights from the CSPCA annual conference, noting a strong focus on the growing use of AI in hiring and recruitment practices. She also discussed a renewed initiative, originally introduced by LACOE, to expand the candidate ranking system from three to five tiers to increase opportunities; however, the proposal continues to face challenges due to concerns about external candidates competing with internal applicants. Lastly, she announced the April 17, 2026 Classified Employee of the Year school visits and invited commissioners to participate in recognizing the award recipients.

8. COMMENTS FROM COMMISSIONERS

Ms. Erika Rojas Parada expressed appreciation to Ms. Claudia Lopez for sharing insights from the CSPCA conference and commended her ongoing efforts to keep both the Commissioners and the Human Resources Department well-informed and up to date.

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	
SEIU Official Leadership	☐ Yes ☒ No	

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 February 18, 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. Approval of Establishing the Classification and Recommended Salary Range for Behavior Interventionist

It is moved that the Personnel Commission approve the establishment of the classification and salary range of the Behavior Interventionist to Salary Schedule B, Range 73 (\$4,831 – 5,870 Monthly / \$27.87 - \$33.87 hourly) and approve the associated classification specification, in accordance with Education Code Section 45267 (Ref.10.B)

Action: Motion N/A Second N/A
Vote: Ayes 0 Noes 0

Consideration and approval of item 10.B of the Personnel Commission Agenda were deferred to the next Commissioner meeting.

C. Personnel Commission 2026-2027 Budget First Reading

It is move that the Personnel Commission is presented with the first budget reading for the 2026-2027 fiscal year (Ref.10.C).

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.C. 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.

D. Personnel Commission Meeting Calendar for the 2026-2027 School Year

It is moved that the Personnel Commission discuss and revise the Personnel Commission Meeting Calendar for the 2026-2027 school year (Ref.10.D).

Action:	Motion	<u>N/A</u>	Second	<u>N/A</u>
Vote:	Ayes	<u>2</u>	Noes	<u>0</u>

Consideration and approval of Item 10.D. of the Personnel Commission Agenda were deferred to the next Commission meeting to allow for review of input provided by Ms. Maria Quinonez.

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

Approval of Item 9.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
INSTRUCTIONAL 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 <u>SPECIAL EDUCATION</u>	SUBSTITUTE ONLY	CSEA	<u>02/03/25 –</u> <u>CONTINUOUS</u>
2425-02-002-800033	INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	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. **NEXT MEETING DATE**

Date: April 20, 2026 (*Regular Meeting*)

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

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

14. **ADJOURMENT**

It is moved that the Personnel Commission adjourn the meeting at **5:46 p.m.**

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

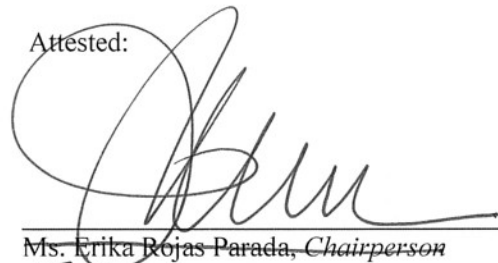
Approval of meeting adjournment was moved by Mr. Jason Marquez; seconded by Ms. Erika Rojas Parada and was carried unanimously with 2 to 0 votes.

Respectfully submitted,



Claudia Lopez, *Director, Classified Personnel*

Attested:



Ms. Erika Rojas Parada, *Chairperson*

JASON MARQUEZ