



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on April 20, 2026 at 5:30 p.m.

1. CALL TO ORDER

Vice-Chairperson Maria Quiñonez called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 5:30 p.m. on Monday April 20, 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 a moment of silent reflection, emphasizing the purpose of the commissioners' meeting and expressing appreciation for the administration's hard work and dedication.

4. ROLL CALL OF COMMISSIONERS

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

5. STAFF PRESENT

Claudia López, Director of Classified Personnel – *Present*

6. APPROVAL OF AGENDA

It is moved that the Personnel Commission approve the following agenda:

Regular Personnel Commission Meeting Agenda: April 20, 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 April 20, 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

- Classified Personnel Report – Approved during the Board Meeting on March 26, 2026.
Ms. Claudia Lopez reviewed the Classified Personnel Report.

8. COMMENTS FROM COMMISSIONERS

Ms. Maria Quiñonez expressed appreciation to Ms. Claudia Lopez 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

This is an opportunity for community members to address the Personnel Commission on agenda items or non-agenda items for matters under the subject matter jurisdiction of the Commission. Comments on items that are on the agenda may be deferred to when the item is considered at the request of the speaker, otherwise public comment may only occur during the period for public comment.

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	Mr. Carlos Zaragoza, Assistant Superintendent, HR Dr. Patrick Gittisriboongul, Superintendent
CSEA Official Leadership	☐ Yes ☒ No	
SEIU Official Leadership	☐ Yes ☒ No	

B. General Public (Request to Speak Form Required) – Cynthia Z. (Lynwood Resident)

Cynthia raised concerns about the funding of the paralegal position given the recent layoffs within the Classified Personnel Department. Mr. Zaragoza shared that the position is currently under review and that a recommendation will be presented to the Personnel Commission at the next regular meeting.

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 March 23, 2026

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

Approval of Item 10.A. of the PC Agenda was moved by Ms. Maria Quiñonez; seconded by Mr. Jason Marquez and was carried unanimously with 2 to 0 votes.

B. Public hearing for the 2026-2027 proposed budget for the Personnel Commission per Education Code 45253(b)

A public hearing on the Personnel Commission's proposed budget for 2026-2027 will be held in accordance with the location, date and time specified below. Members of the governing board, District administration, employee representatives, employees and the public are invited to address the Commission with respect to its 2026-2027 proposed budget (Ref. 10.B).

Location: Lynwood USD, Education Center
11321 Bullis Road
Lynwood, CA 90262
Board Room

Date: Monday, April 20, 2026
Time: 5:30 p.m.

Open Hearing at: 5:55 p.m. Motion J.M. Second M.Q. Vote 2
 Close Hearing at: 6:35 p.m. Motion J.M. Second M.Q. Vote 2

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

C. Adopt the 2026-2027 Budget for the Personnel Commission

It is moved that the Personnel Commission adopt the 2026-2027 budget for the Personnel Commission for the 2026-2027 fiscal year, with a budget amount of \$802,434.00 (Ref. 10.C).

Action: Motion J.M. Second M.Q. Call for the Question _____
 Vote: Ayes 0 Noes 0

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

D. Approval of Membership and Expenditure Fees for Organizations Relevant to Personnel Commission Responsibilities for the Year 2026-27

It is moved that the Personnel Commission approve membership fees and expenditures for the following professional organizations for the year 2026-27:

• California School Personnel Commissioners Association	\$1,100.00
• Cooperative Organization for the Development of Employee Selection Procedures (CODESP)	\$3,275.00
• eSkill Corporation	\$7,600.00
• NEOGOV/Governmentjobs.com eSkill Integration	\$1,500.00
• Insight Subscription (NEOGOV/Governmentjobs.com)	\$22,000.00
• Personnel Commissions Association of Southern California	\$100.00
• Department of Justice 50% Classified & 50% Certificated = 20,000	\$10,000.00
• Iron Mountain 50% Classified & 50% Certificated = 6,000 each	\$3,000.00

Action: Motion J.M. Second M.Q. Call for the Question _____
 Vote: Ayes 2 Noes 0

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

E. Approval of Personnel Commission Resolution on the Celebration of Classified Employee Week and the Recognition of LUSD's 2025-2026 Classified Employees of the Year

It is moved that the Personnel Commission approve the attached Resolution on the Celebration of Classified Employee Week and the Recognition of LUSD's 2025-2026 Classified Employees of the Year (Ref.10.E).

Action: Motion J.M. Second M.Q. Call for the Question _____
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.

F. 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.F).

Action: Motion J.M. Second M.Q. Call for the Question _____
Vote: Ayes 2 Noes _____

Approval of Item 10.F. of the PC Agenda was moved by Mr. Jason Marquez; seconded by Ms. Maria Quiñonez and was carried unanimously with 2 to 0 votes.

G. 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.G. 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
COMMUNICATIONS OFFICER	2526-02-001-599018	03/27/26	8
MAINTENANCE AND COMPLIANCE SUPERVISOR	2526-02-001-590090	04/01/26	7
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION <i>SUBSTITUTE ONLY</i>	2425-02-002-558000	04/20/26	11
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS <i>SUBSTITUTE ONLY</i>	2425-02-002-800033	04/20/26	12

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> CONTINUOUS

2526-09-001-550300	BUS DRIVER	SUBSTITUTE ONLY	SEIU	<u>09/19/25 – CONTINUOUS</u>
2526-01-001-555000	CHILD CARE ASSISTANT	SUBSTITUTE ONLY	CSEA	<u>01/08/25 – CONTINUOUS</u>
2425-02-002-558000	INSTRUCTIONAL ASSISTANT <i>SPECIAL EDUCATION</i>	SUBSTITUTE ONLY	CSEA	<u>02/03/25 – CONTINUOUS</u>
2425-02-002-800033	INSTRUCTIONAL ASSISTANT <i>SPECIAL NEEDS</i>	SUBSTITUTE ONLY	CSEA	<u>02/03/25 – CONTINUOUS</u>
2526-10-001-800100	NUTRITION SERVICES WORKER I	SUBSTITUTE ONLY	SEIU	<u>10/09/25 – CONTINUOUS</u>
2425-08-002-570200	SECURITY OFFICER	SUBSTITUTE ONLY	SEIU	<u>02/03/25 – CONTINUOUS</u>
2425-02-002-800073	SENIOR HEALTH SERVICES TECHNICIAN	FULL-TIME AND/OR SUBSTITUE WORK	CSEA	<u>03/10/26 – 03/30/26</u> OR SOONER
2425-02-002-800073	SENIOR HEALTH SERVICES TECHNICIAN	SUBSTITUTE ONLY	CSEA	<u>02/03/25 – CONTINUOUS</u>
2526-11-001-800134	WAREHOUSE WORKER/ DELIVERY DRIVER	SUBSTITUTE ONLY	SEIU	<u>11/20/25 – CONTINUOUS</u>

12. RECESS TO CLOSED SESSION

A. Pursuant to Government Code 54957. Public Employee Performance Evaluation.

Title: Director of Classified Personnel

It is moved that the Personnel Commission adjourn to closed session.

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

The Personnel Commission adjourn to closed session at **6:44 p.m.**

It is moved that the Personnel Commission reconvene to open session:

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

The Personnel Commission reconvene to open session at **8:36 p.m.**

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

14. NEXT MEETING DATE

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

Time: 5:30 p.m.

Day: Monday

15. FUTURE ITEMS FOR AGENDA AND REQUESTS FOR UPDATES –

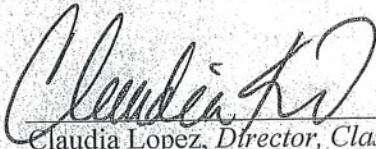
Claudia will submit finalized layoff reports, along with an annual layoff report covering the period from 2023 through 2026, to the commission.

16. ADJOURNMENT

It is moved that the Personnel Commission adjourn the meeting at **8:37 p.m.**

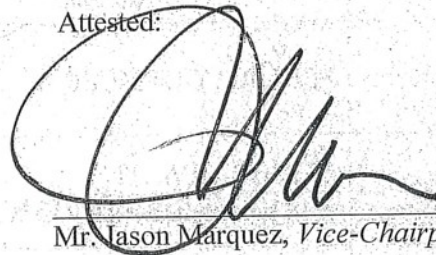
Action:	Motion	<u>J.M.</u>	Second	<u>M.Q.</u>
Vote:	Ayes	<u>2</u>	Noes	<u>0</u>

Respectfully submitted,



Claudia Lopez, Director, Classified Personnel

Attested:



Mr. Jason Marquez, Vice-Chairperson