

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
10293 Bloomfield St.
Los Alamitos, California 90720

PERSONNEL COMMISSION
MINUTES OF THE REGULAR MEETING

ADOPTED
August 7, 2019

1. The meeting was called to order by Commissioner Wilson at 4:00 p.m.
2. Zachary Baldwin led the Pledge of Allegiance.
3. Commissioners Present
Kimberly Baldwin
Virginia Wilson
- Staff Present
Joe Fraser
Nicole Browning
4. Community/Staff Participation in Open Session and Non-Agenda Items: Zachary Baldwin sang the Star-Spangled Banner. Dr. Andrew Pulver, Superintendent, and Diana Hill, Board Member, joined the Personnel Commission meeting.
5. Commissioner Comments: Commissioner Baldwin attended the recent school board meetings and the Welcome Back Breakfast. Commissioner Wilson attended the Leadership Advance.
6. Approval of the Minutes of the June 12, 2019, Regular Meeting:
MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.
7. Personnel Director's Report and Review of Open Job Postings: Van Chu was hired as Administrative Assistant I at the Auxiliary. Lillian Ford-Patterson was hired as Counseling Assistant for Los Alamitos High School. Jessica Root was promoted from Extended Day Care Center Assistant to Extended Day Care Center Site Supervisor at Oak. Ryan Little was hired from substitute to regular Night Custodian at Hopkinson. Eulalio Sanchez was hired from substitute to regular Campus Supervisor at Hopkinson. Victoria Casas and Kristy Grosfeld were hired as Preschool Leads in the Weaver Inclusion Program. Julie Farrell was rehired as Food Service Assistant III at Los Alamitos High School. There were seventeen Instructional Assistant – Special Education hires, eleven Extended Day Care Center Assistant hires, four Instructional Assistant – Preschool hires and five Student Supervision Assistant hires. The Extended Day Care Center Assistant written exam is scheduled for Thursday, August 8th. The Licensed Vocational Nurse panel interviews are scheduled for Friday, August 9th. The Instructional Assistant – Preschool posting closes Thursday, August 8th.

Commissioner Houghton's three year term is scheduled to expire on December 1, 2019. He did indicate that he is interested in being reappointed by the School Board for another three year term as Personnel Commissioner. The School Board will publically announce their intention to reappoint Dr. Houghton at the September 24th school board meeting. A Public Hearing and Reappointment will

be held at the October 8th school board meeting. And the swearing in will occur at the December 4th personnel commission meeting. The Welcome Back Breakfast was held at the High School on Tuesday, August 6th. The district is continuing to roll out new electronic process such as reimbursement forms and new hire packets. Several departments, including Human Resources, also have scheduled hardcopy files to be electronically archived. The pilot of the Breakfast Program was successful last school year so there will be several permanent increase in hours for food service employees.

- 8. Discussion of the 2020 Personnel Commission Meeting Schedule.
Tentative meeting schedule will be added as a discussion item for the September 11, 2019 Personnel Commission meeting.

CONSENT

- 9.a. Ratification of the Counseling Assistant Eligibility List.
MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.
- 9.b. Ratification of the Custodian Eligibility List.
MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.
- 9.c. Ratification of the Extended Day Care Center Assistant Eligibility List.
MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.
- 9.d. Ratification of the Food Service Assistant III Eligibility List.
MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.
- 9.e. Ratification of the Instructional Assistant – Preschool Eligibility List.
MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.
- 9.f. Ratification of the Instructional Assistant – Special Education Eligibility List.
MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.
- 9.g. Ratification of the Preschool Lead Eligibility List.
MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.
- 9.h. Ratification of the Student Supervision Assistant Eligibility List.
MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.

ACTION

- 10. Approval of the 2018-2019 Annual Report of the Personnel Commission.
MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.
- 11. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957). No.

12. Open Session: Report of Closed Session Action, if any: None.

13. Adjournment: Commissioner Wilson adjourned the meeting at 4:37 p.m.

Respectfully submitted,


Nicole Browning

8/7/2019