

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
January 8, 2020

1. The meeting was called to order by Commissioner Houghton at 4:08 p.m.
2. Commissioner Baldwin led the Pledge of Allegiance.
3.

<u>Commissioners Present</u>	<u>Staff Present</u>
Kimberly Baldwin	Joe Fraser
Milton Houghton	Nicole Browning
Virginia Wilson	
4. Community/Staff Participation in Open Session and Non-Agenda Items: None.
5. Commissioner Comments: Commissioners Baldwin and Houghton attended the TK Burger Truck appreciation lunch for classified staff. Commissioner Baldwin congratulated Daniel Salas on his selection as classified employee of the year. Commissioner Houghton attended the workshop and school board meeting last night. Commissioner Wilson received a warm welcome at her first meeting back and shared her appreciation for the district's support during her recovery from surgery. Marlys Davidson, board member, also attended the meeting.
6. Approval of the Minutes of the December 4, 2019, Regular Meeting:
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
7. Personnel Director's Report and Review of Open Job Postings: Candice Lopez was promoted to Attendance Clerk at the High School. Several hires were made for Extended Day Care Center Assistant, Instructional Assistant – Preschool and Student Supervision Assistant. Final interviews for 28 hour Instructional Assistant – Special Education positions were held on Monday, January 6th. The written exams for Student Supervision Assistant and Food Service Assistant III are scheduled for Thursday, January 9th. The Bus Driver written exam is scheduled for Friday, January 10th. The Clerical Assistant I opening at the High School is being advertised, but applications will not be accepted until January 17th at 9am and the posting closes at 4:00 p.m. on Tuesday, January 21st. The Instructional Assistant – Preschool posting closes at 4:00 p.m. on Tuesday, January 21st.

The TK Burger Truck appreciation lunch for classified staff was a success on Friday, January 3rd. Negotiations are scheduled again for the end of January. The classified employees of the year were announced as Danny Salas, Head Custodian, Oak Middle School; Tina Fenner, Attendance Office Secretary, Los Alamitos High School and Carrie Weil, Instructional Assistant, McGaugh Elementary School.

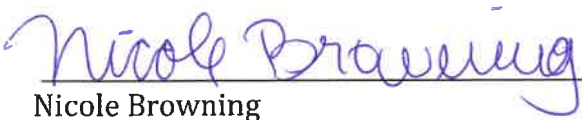
CONSENT

- 8.a. Ratification of the Extended Day Care Center Assistant Eligibility List.
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
- 8.b. Ratification of the Instructional Assistant - Preschool Eligibility List.
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
- 8.c. Ratification of the Student Supervision Assistant Eligibility List.
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.

ACTION

- 9. Approval of attendance of Commissioner Baldwin and classified staff Joe Fraser at the 2020 California School Personnel Commissioners Association (CSPCA) Annual Conference in San Francisco, California Thursday, February 20 through Saturday, February 22, 2020 at an approximate cost of \$6501.50.
MSC Houghton – Yes / Baldwin – Yes – Wilson - Yes. Vote 3-0.
- 10. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957). Yes.
- 11. Open Session: Report of Closed Session Action, if any: No Action Taken.
- 12. Adjournment: Commissioner Houghton adjourned the meeting at 4:30 p.m.

Respectfully submitted,


Nicole Browning

1/8/2020