

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  
February 12, 2020

1. The meeting was called to order by Commissioner Wilson at 4:10 p.m.
2. Commissioner Houghton led the Pledge of Allegiance.
3. Commissioners Present  
Kimberly Baldwin  
Milton Houghton  
Virginia Wilson  
Staff Present  
Joe Fraser  
Nicole Browning
4. Community/Staff Participation in Open Session and Non-Agenda Items: None.
5. Commissioner Comments: Commissioner Houghton attended the school board meeting workshops. Commissioner Baldwin attended the school board meeting on January 21<sup>st</sup> for the resolution of the Trustee Area Maps. She also attended the LAEF Gala and reported that \$135,000 was raised. Commissioners Baldwin and Wilson attended the board meeting on February 11<sup>th</sup> to help the school board and representatives from Oak Middle School recognize Daniel Salas as classified employee of the year.
6. Approval of the Minutes of the January 8, 2020, Regular Meeting:  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
7. Personnel Director’s Report and Review of Open Job Postings: Claudia Miglietta was hired as Clerical Assistant I at the High School. Ronald Shaeffer was hired for the 30 hour per week Bus Driver opening and current Bus Driver, Daisy Canales hours increase from 25 to 30 hours per week. Kandis Aceves was promoted from IA Preschool to School Readiness and Community Liaison. Renee Aragon was hired as Food Service Assistant III at the High School. There were several hires for Instructional Assistant – Preschool and Instructional Assistant – Special Education. A few current Instructional Assistant – Special Education employees increased from 18.75 to 28 hours per week. The Student Supervision Assistant final interviews were held Monday, February 10<sup>th</sup> to fill vacancies at Weaver, Rossmoor and McAuliffe. The Instructional Assistant – Special Education written exam was held Monday, February 10<sup>th</sup>. Food Service Assistant III was posted Wednesday, February 12<sup>th</sup> and Instructional Assistant - Preschool and Administrative Assistant II will be posted soon. We still have an open and continuous posting for Licensed Vocational Nurse Substitutes.

Joint negotiation sessions were held to review health and benefits. The two calendar options for 2021-2020 have been finalized and will be voted on after the President's Day break. The personnel commissioners were invited to attend the High School Graduation Ceremony at Met Stadium on Wednesday, May 27<sup>th</sup>. The elementary schools voted to change to semester report cards and the change will be effective the start of next school year.

## CONSENT

- 8.a. Ratification of the Attendance Clerk Eligibility List.  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
- 8.b. Ratification of the Bus Driver Eligibility List.  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
- 8.c. Ratification of the Clerical Assistant I Eligibility List.  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
- 8.d. Ratification of the Food Service Assistant III Eligibility List.  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
- 8.e. Ratification of the Instructional Assistant - Preschool Eligibility List.  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
- 8.f. Ratification of the Instructional Assistant – Special Education Eligibility List.  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
- 8.g. Ratification of the Student Supervision Assistant 1/9/2020 Eligibility List.  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
- 8.h. Ratification of the Student Supervision Assistant 2/4/2020 Eligibility List.  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
9. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957). None.
10. Open Session: Report of Closed Session Action, if any: No Action Taken.
11. Adjournment: Commissioner Houghton adjourned the meeting at 4:47 p.m.

Respectfully submitted,

  
Nicole Browning

2/12/2020