

## ANNUAL REPORT

Each year the Office of the Personnel Commission prepares an Annual Report of the Commission activities. This report describes the functions and activities of the Classified Personnel Commission and the Classified Personnel Office of the Los Alamitos Unified School District.

Our District has established itself as one of the finest districts in the State of California. The contribution of the classified employees has definitely enhanced our reputation. On behalf of the Personnel Commission and the staff in the Classified Personnel Office, please accept our appreciation for the fine work that you have performed for the students in the District over the past year.

The work of the Personnel Commission is greatly dependent upon many individuals who volunteer their time to assist in our testing and interview process. Their commitment to the Personnel Commission allows the Commission to continue to produce excellence in the classified work force. Also shown is an employment comparison for the past two years.

### THE MERIT SYSTEM

The merit system is a system of rules and procedures similar to civil service, which governs classified school personnel. Its fundamental purpose is to ensure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness. In merit system school districts in California, the system is administered by the Personnel Commission, an independent body composed of three persons appointed for three-year staggered terms.

### MERIT PRINCIPLES

- Hires and promotes employees on the basis of ability, with open competition in initial appointment.
- Removes appointments to positions from the political arena or personal favoritism.
- Ensures that employees doing like work are classified the same and receive like pay.
- Provides for fair and impartial rules and consistency of administration of the rules.
- Assures fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, sex, or religious creed, and with proper regard for their privacy and constitutional rights as citizens.

## EMPLOYMENT ACTIVITY 2019 - 2020

Administrative Assistant I  
 Administrative Assistant II  
 Attendance Clerk  
 Bus Driver  
 Campus Supervisor  
 Classified Personnel Technician - PC  
 Clerical Assistant I  
 Extended Day Care Center Assistant  
 Food Service Assistant III  
 IA – Preschool  
 Instructional Assistant – Special Education  
 Licensed Vocational Nurse  
 School Readiness and Community Liaison  
 Student Supervision Assistant  
 Theatre Production Technician



### EMPLOYMENT COMPARISONS

	2018-19	2019-20
Job Postings	59	34
Applications Received	3302	1780
Qualified to Test	2109	946
Applicants Tested	1476	573
Qualified to Interview	1327	492
Applicants Interviewed	804	288
Eligibility Lists Established	56	29

### POSITIONS FILLED

Regular Employees	206	130
Summer School	191	64
Substitutes	76	88

## MEMBERS OF THE PERSONNEL COMMISSION

### Virginia Wilson, Chair

Virginia F. Wilson began her service to Commission in August 2018, as the CSEA appointee. Mrs. Wilson grew up in Glendale, California and earned a Bachelor's Degree in Business from the University of Southern California. Virginia worked at UCLA as administrative assistant in food services and was in charge of organizing all training tables for the UCLA athletes. In 1968, she and her husband moved to Rossmoor and started a family. In 1977, Mrs. Wilson was elected to the School Board of the Los Alamitos Elementary District. Her leadership was instrumental in developing and implanting a plan that led to unification and formation of the Los Alamitos Unified School District. Virginia served as Board President for 6 terms during her 27 years on the Board of Education. Her leadership led to the annexation of Seal Beach Elementary District, and the co-Chairmanship of the first Mello-Roos School Bond for the District and the first in Orange County, which helped renovate older facilities. She researched and wrote the original Board Policies for LAUSD that guides District policy to this day. She led the closing of several schools to accomplish fiscal solvency, which continues to benefit the District. She actively pursued training on Boardmanship and earned 60 units of continuing education credit in school finance, curriculum, personnel and collective bargaining.

In addition she served on the Board of Directors for California School Board Association in Sacramento for 10 years and on CSBA's delegate assembly for a decade and served as a Board of Trustees for the North Orange County Regional Occupation Program for 23 years. Within the community she worked on the organizing committees and served in leadership roles on the board of directors for Hot Line, CASA Youth Shelter, We Care and Los Alamitos Education Foundation. Mrs. Wilson and her husband Dr. Wilson have two children and three grandchildren. Commissioner Wilson's term expires December 1, 2021.

### Kimberly Baldwin, Vice-Chair

Kim Baldwin began her service to the Commission in March 2014 as the Commission's appointee. Mrs. Baldwin grew up in Rossmoor and attended Rossmoor Elementary, Oak Middle School and LAHS. She has spent the past 20 years of her career working as an employment law paralegal, first in Texas and then in 2011 she transferred so she could return home to Rossmoor. Mrs. Baldwin and her husband, Stephen, are proud parents of Zachary, who attends Hopkinson Elementary. Mrs. Baldwin carries on her family's tradition of giving back to the District and currently serves as a board member on the Hopkinson PTA. Her father, Ted Horn, served on the Personnel Commission for 29 years. Mrs. Baldwin is also an active LAEF board member, serving as secretary. She was previously an inaugural board member, also serving as secretary, for the Friends of the CDC, which benefits the District's preschool program. Mrs. Baldwin's term expires December 1, 2020.

### Dr. Milton Houghton, Member

Dr. Houghton began his service to the Commission in January 2014 as the LAUSD School Board appointee. He has been a resident of Rossmoor since 1990. He is a fourth generation native Californian. He is a graduate of Redlands High School in Redlands, CA, and has a BA degree in English Literature from Azusa Pacific University, a MA in Communications from California State University, Fullerton, and a Doctor of Management in Organizational Leadership degree from the University of Phoenix. He is a retired US Army Lieutenant Colonel with 32 years of combined active and reserve service. As a member of the US Army Reserve, Dr. Houghton was also employed in civil service retiring as a GS13 with over 30 years of experience. Locally, Dr. Houghton served as President of the Los Alamitos/Seal Beach Rotary Club and for three years as President of the Rossmoor Homeowners Association Board of Directors. Dr. Houghton and his wife have three children, one of whom graduated from a Los Alamitos school, and two grandchildren. Commissioner Houghton's term expires December 1, 2022.

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
ANNUAL REPORT  
July 1, 2019 – June 30, 2020

Presented to:  
BOARD OF EDUCATION  
and to the  
CLASSIFIED EMPLOYEES OF THE DISTRICT

Joe Fraser, Ed.D.  
Assistant Superintendent of Human Resources  
and Director of Classified Personnel

Nicole Browning  
Classified Personnel Tech - Personnel Commission

Our wholehearted thanks to the following individuals who served as members of our interview and performance panels during 2019-2020:

Panelists from Los Alamitos Unified School District:

Allison Armstrong, Teacher, McAuliffe  
Casey Camberos-Tharp, Preschool Lead, McGaugh  
Cheryl O'Neill, Data Processing Technician, LAHS  
Cheryl Smith, SDC Teacher, McGaugh  
Chloe Myers, RSP Teacher, Weaver Elementary  
Cindy Guzman, Food Service Technician, Auxiliary  
Cynthia Johns, Preschool Lead, Weaver  
Darlene Desbrow, RSP Teacher, McAuliffe  
Debbie Bailey, Certificated Personnel Specialist, DO  
Doreen Gertjejansen, School Office Coordinator, Rossmoor  
Erika Okeson, EDCC Assistant, Rossmoor  
Gabe Ramirez, Bus Driver, Auxiliary  
Jaime Cathey, RSP Teacher, McAuliffe  
Jane Baldauf, High School Secretary I, LAHS  
Jennifer Hollandsworth, CDC Program Technician, DO  
Julie McMahon, School Readiness Nurse, DO  
Karen Maffett, Teacher, LAHS  
Kathy Barringer, Clerical Assistant II, Lee  
Krista Hall, Clerical Assistant II, Rossmoor  
Kristina Meredith, EDCC Assistant, McAuliffe  
Kristine Morris, Psychologist, LAHS  
Lacey Hilgen, Preschool Lead, Lee  
Lindsay Sorenson, EDCC Assistant, LAE  
Martha Chavarin, Autism Teacher, LAE  
Penny Noel, Administrative Assistant II, DO  
Robynn Pennala, High School Secretary I, LAHS  
Rose Cruz, Business Services Specialist, District Office  
Roxanna Villalon, EDCC Assistant, Oak  
Sandy Fenoglio, Administrative Assistant II, DO  
Shari White, Administrative Assistant I, DO  
Stacy Castiglione, Teacher, Los Alamitos USD  
Tina Dingillo, Executive Assistant, DO  
Van Chu, Administrative Assistant I, Auxiliary

Panelists from Other Districts:

Dawn Couch, HS Office Supervisor, Long Bch USD  
Frank Guzman, Sergeant - School Safety Division, Long Bch USD  
Martin Rygiel, Transportation Dispatcher, Newport-Mesa USD  
Yesenia Cordova, Bus Driver Instructor, Garden Grove USD

**2019 - 2020**

**Personnel  
Commission  
ANNUAL  
REPORT**

*The Personnel Commission meets on  
the second Wednesday of the month  
at 4:00 p.m. in the District Office  
Board Conference Room*



**Los Alamitos  
Unified School District**  
*Igniting Unlimited Possibilities for Students!*