

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
October 14, 2020

1. The meeting was called to order by Commissioner Wilson at 4:09 p.m.
2. Milton Houghton led the Pledge of Allegiance.
3. Commissioners Present
Kimberly Baldwin
Milton Houghton
Virginia Wilson
Staff Present
Joe Fraser
Celeste Arellano
4. Community/Staff Participation in Open Session and Non-Agenda Items: None.
5. Commissioner Comments: Commissioner Houghton discussed that the Great California Shakeout is scheduled for October 15, 2020. Commissioner Houghton attended the District Safety Meeting on October 13, 2020.
6. Approval of the Minutes of the September 9, 2020, Regular Meeting:
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
7. Personnel Director's Report and Review of Open Job Postings: Felipe Banuelos was hired as Head Custodian of Rossmoor Elementary. The recruitment for Speech / Language Pathology Assistant is nearly complete as the final selection interviews were held on October 7, 2020. The recruitment for Student Supervision Assistant is now live. The job posting for Media Center Assistant- High School goes live on October 19, 2020 at 9:00 am. Commissioner Baldwin's appointment ends on December 1, 2020. The public hearing to reappoint will take place during today's meeting. The oath of office and election will be on the December 2nd PC Meeting. The district has finalized tentative agreements that were approved by the Board of Education to give staff a 1% salary increase retroactive pay. The CSEA Memorandum of Understanding for hybrid reopening has been completed. The district is currently still in negotiations with LAEA in regards to the Memorandum of Understanding of hybrid learning.

So far, the district has had a very successful reopening of schools, with elementary schools being open for 6 weeks, middle schools for 4 weeks, and the high school for 3 weeks. To date, there have been no COVID-19 cases reported in elementary schools. The district is extremely appreciative of all the hard work done by the classified staff during COVID-19 and schools reopening. The classified staff are the backbone of the district and their hard work is not going unnoticed.

8. Public Hearing to Reappoint Kimberly Baldwin as Commissioner to the Personnel Commission.
Discussion: Favorable comments in support of Commissioner Baldwin's reappointment.

9. Discussion of the Personnel Commission Duties and Responsibilities.
Discussion: Commissioner Baldwin discussed that the Personnel Commission is 40% responsible for the Director of Classified Personnel, however they have never been part of the evaluation process. Chairperson Wilson recommends to hold an executive session before the election with Superintendent Dr. Andrew Pulver to discuss Dr. Joe Fraser's yearly evaluation. Chairperson Wilson expressed concerns that the Personnel Commission was not included in the decision-making process for classified layoffs, although it is a dual function of the Personnel Commission and the Board of Education. Therefore, Chairperson Wilson recommended inviting the School Board to discuss the joint Personnel Commission and Board of Education duties and responsibilities as they apply to classified staff.

10. Discussion of the 2021 Personnel Commission Meeting Schedule.

CONSENT

11. a. Ratification of the Head Custodian Eligibility List.
MSC Houghton – Yes / Baldwin – Yes – Wilson – Yes. Vote 3-0.
- 11.b. Ratification of the Speech/Language Pathology Assistant Eligibility List.
MSC Houghton – Yes / Baldwin – Yes – Wilson – Yes. Vote 3-0.

ACTION

12. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957). None.
13. Open Session: Report of Closed Session Action, if any: No Action Taken.
14. Adjournment: Commissioner Wilson adjourned the meeting at 4:40 p.m.

Respectfully submitted,



Celeste Arellano

10/14/2020