

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  
November 4, 2020

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  
Milton Houghton  
Virginia Wilson  
Staff Present  
Joe Fraser  
Celeste Arellano
4. Community/Staff Participation in Open Session and Non-Agenda Items: Zachary Baldwin is really liking going to middle school, although it has been a hard transition from elementary school.
5. Commissioner Comments: Commissioner Houghton announced that he will be moving out of state. Therefore, he has submitted his resignation to the Board of Education effective January 1, 2021. The December 2, 2020 Personnel Commission meeting will be the final meeting he will be attending. Commissioner Houghton has served the Personnel Commission for about 7 years. Chairperson Wilson thanked Commissioner Houghton for his service.

Chairperson Wilson mentioned that the Personnel Commission meeting minutes for the October 14, 2020 meeting did not reflect a couple of directives that were discussed. Chairperson Wilson would like the minutes to be amended to reflect that Dr. Andrew Pulver was invited to the Personnel Commission meeting to discuss Dr. Joe Fraser's evaluation. Chairperson Wilson would also like the minutes to reflect the discussion that was held in regards to inviting the Los Alamitos Unified School District Board of Education to a meeting to discuss joint Personnel Commission / Board of Education duties and responsibilities as they relate to classified staff. The purpose of the meeting would be to reach an understanding of shared duties and responsibilities so that both governing bodies can work together under the Education Code.

Chairperson Wilson spoke with Dr. Joe Fraser in regards to the School Board agenda items. The Personnel Commission should be included on agenda items that relate to Classified Personnel, such as the Classified Personnel Report and any resolutions that impact Classified Personnel. Because there has not been adequate communication, Chairperson Wilson recommended that Dr. Joe Fraser send the Commission either a week-end review or a month-end review to keep the Commission informed. A district e-mail will be created for Chairperson Wilson to receive classified personnel updates.

6. Approval of the Minutes of the October 14, 2020, Regular Meeting:  
Moved by\_\_\_\_, 2<sup>nd</sup> by\_\_\_\_. Vote\_\_\_\_: K.B.\_\_\_\_ M.H.\_\_\_\_ V.W.\_\_\_\_.  
Note: Item tabled for next Personnel Commission Meeting.



7. Personnel Director's Report and Review of Open Job Postings:

Jette Funk was hired as a Speech / Language Pathology Assistant in the Special Education Department. The recruitment for Media Center Assistant- High School is underway. The Written Examination took place on Friday October, 23, 2020 and the Oral Panel Interview is scheduled for November 5, 2020. The job posting for Campus Supervisor went live the morning of November 4, 2020. The job posting for Grounds Maintenance Worker II will go live on Friday, November 6, 2020. The job posting for Bus Driver opened on October 23, 2020. A new continuous job posting was opened for Student Supervision Assistant to gather a larger pool of candidates. The job posting for School Office Coordinator at McGaugh Elementary will go live on November 12, 2020.

Kim Baldwin's appointment ends on December 1, 2020. Commissioner Baldwin's Oath of Office will take place on the December 2, 2020 Personnel Commission meeting.

The District has completed and signed Memorandums of Understanding with CSEA in regards to the safe reopening of schools. Students and staff are starting to adjust to the new normal of hybrid learning. The district COVID-19 dashboard has gone live on the district website to keep all stakeholders informed of any COVID-19 cases in the District. Twenty-Five percent of staff are being tested for COVID-19 every two weeks.

Tina Fenner has been named Classified Employee of the Year and will be recognized at the upcoming Board of Education Meeting.

A discussion was held with Superintendent Dr. Andrew Pulver regarding the Personnel Commission's request to evaluate Dr. Joe Fraser. Dr. Andrew Pulver suggested that the Personnel Commission evaluate Dr. Joe Fraser and the evaluation would be included in Dr. Joe Fraser's personnel folder. Dr. Joe Fraser will e-mail the administrator evaluation form to the commission. The formal evaluation will be scheduled for the upcoming December 2, 2020 meeting as a closed session item.

8. Publication of the 2021 Personnel Commission Meeting Schedule.

9. Discussion of CSPCA (California School Personnel Commissioners Association) Annual Conference.

Discussion: Due to COVID-19 they have not set a conference date for the 2021 annual conference.

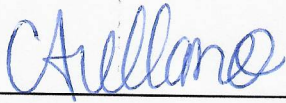
CONSENT

10. Ratification of the Student Supervision Assistant Eligibility List.  
MSC Baldwin – Yes / Houghton – Yes – Wilson – Yes. Vote 3-0.

ACTION

11. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957). None.
12. Open Session: Report of Closed Session Action, if any: No Action Taken.
13. Adjournment: Commissioner Wilson adjourned the meeting at 4:27 p.m.

Respectfully submitted,



Celeste Arellano

11/4/2020