

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  
December 2, 2020

1. The meeting was called to order by Commissioner Wilson at 4:00 PM.
2. Commissioner Baldwin led the Pledge of Allegiance.
3. 

<u>Commissioners Present</u>	<u>Staff Present</u>
Kimberly Baldwin	Joe Fraser
Milton Houghton	Celeste Arellano
Virginia Wilson	
4. Oath of Office – Commissioner Kimberly Baldwin  
Virginia Wilson, Personnel Commissioner, presented the Oath of Allegiance.
5. Election of Personnel Commissioners Officers: Chairperson and Vice-Chairperson.  
MSC Wilson – Yes / Houghton – Yes / Baldwin – Yes. Vote 3-0.  
Discussion: Meeting was reconvened at 4:04 p.m. Kimberly Baldwin was elected Chair and Virginia Wilson was elected Vice-Chair.
6. Community/Staff Participation in Open Session and Non-Agenda Items: Paurvi Trivedi has submitted an application for Personnel Commissioner. She is an avid volunteer for the Los Alamitos Unified School District community, and recently ran a campaign for School Board Member.
7. Commissioner Comments: Commissioner Houghton stated that it has been an honor to serve the Los Alamitos Unified School District Personnel Commission for seven years. Commissioner Baldwin thanked everyone who attended her Oath of Office and shared that she is happy to serve another term. Commissioners Baldwin and Wilson thanked Commissioner Houghton for his service to the Personnel Commission, and wish him the best on his future endeavors.
8. Approval of the Minutes of the October 14, 2020, Regular Meeting:  
MSC Wilson – Yes / Baldwin – Yes / Houghton – Yes. Vote 3-0.
9. Approval of the Minutes of the November 4, 2020, Regular Meeting:  
MSC Wilson – Yes / Baldwin – Yes / Houghton – Yes. Vote 3-0.
10. Personnel Director's Report and Review of Open Job Postings: Eileen Jewell was hired as the Media Center Assistant- HS. The Campus Supervisor Oral Panel Interview is scheduled for Monday, December 7<sup>th</sup>, 2020. The Bus Driver recruitment has been opened continuously to gather a larger pool of qualified candidates. The Student Supervision Assistant recruitment has been opened continuously to gather a larger pool of qualified candidates. The School Office Coordinator

Written Examination took place on November 20<sup>th</sup>, 2020. The Oral Panel Interview is scheduled for December 3<sup>rd</sup>, 2020. The job posting for Instructional Assistant- Special Education went live on November 18<sup>th</sup>, 2020 and closed today, December 2<sup>nd</sup>, 2020 at 4:00 pm. Nancy Nien, Assistant Superintendent of Business Services has submitted a resignation, and her last day of work will be December 18<sup>th</sup>, 2020. The job posting for Assistant Superintendent-Business Services has been posted on CASBO and ACSA. The posting for Personnel Commissioner is being advertised on the Los Alamitos Unified School District website and advertisements will be ran in the local newspaper. The deadline to apply is January 4<sup>th</sup>, 2021.

The District has a meeting with a new Interest Based Bargaining facilitator on December 3<sup>rd</sup>, 2020. The HR Department has been doing great assisting with COVID-19 contact tracing to ensure that the district is keeping everybody safe. Dr. Joe Fraser would like to publicly thank the Health Clerks and the LVN's for their tremendous work during this time. Chris Forehan and Scott Fayette are the new School Board members. Their first Board Meeting is December 15, 2020.

Dr. Joe Fraser invited the Personnel Commission to the December 15<sup>th</sup>, 2020 Board Meeting, where the Board will recognize Commissioner Houghton for his service. The Classified Personnel Department presented Commissioner Houghton with a plaque as a token of appreciation for his service to the Los Alamitos Unified School District Personnel Commission. Dr. Joe Fraser thanked Commissioner Houghton and wished him well.

#### CONSENT

11.a. Ratification of the Media Center Assistant- High School Eligibility List.

MSC Wilson – Yes / Baldwin – Yes / Houghton – Yes. Vote 3-0.

Discussion: The name of the Oral Panel Interviewer was misspelled, and will be fixed accordingly.

11.b. Ratification of the Grounds Maintenance Worker II Eligibility List.

MSC Wilson – Yes / Baldwin – Yes / Houghton – Yes. Vote 3-0.

#### ACTION

12. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957).

Evaluation of employee #7700006079

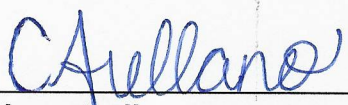
Reported into Closed session at 4:32 pm.

13. Open Session: Report of Closed Session Action, if any:

Reported out of Closed Session at 5:07 pm. No Action Taken.

14. Adjournment: Commissioner Baldwin adjourned the meeting at 5:10 p.m.

Respectfully submitted,

  
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Celeste Arellano

12/2/2020