

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 10, 2021

1. The meeting was called to order by Commissioner Baldwin at 4:06 PM.
2. Zachary Baldwin led the Pledge of Allegiance.
3. Commissioners Present  
Kimberly Baldwin  
Virginia Wilson
- Staff Present  
Joe Fraser  
Celeste Arellano
4. Community/Staff Participation in Open Session and Non-Agenda Items: Daniel Salas stated that he is so proud and honored to work at Oak Middle School after watching Principal Kominsky's presentation at the February 9<sup>th</sup> Board Meeting. David Boyer is happy to be attending the Personnel Commission meeting. He relayed that he is so proud of the Los Alamitos Unified School District and is looking forward to serving the District's Classified Personnel as a Personnel Commissioner.
5. Commissioner Comments: Commissioner Wilson is excited that David Boyer will be joining the Personnel Commission. She recommended that David Boyer attend the 2021 Merit Academy, as it will be very beneficial to him as a Personnel Commissioner. Commissioner Baldwin attended the February 9<sup>th</sup> Board Meeting in support for David Boyer. She also met Mayra Gonzalez, the new Director of Fiscal Services at the meeting, and she is confident that she will do amazing in her new role. Commissioner Baldwin also thanked Celeste Arellano for hand-delivering the Personnel Commission meeting packets.
6. Approval of the Minutes of the January 13, 2021, Regular Meeting:  
Discussion: The adjournment of the January 13, 2021 meeting was at 4:32 pm, not 5:10 pm as shown in the presented minutes. It was directed that the meeting adjournment time be corrected. MSC Wilson – Yes / Baldwin – Yes. Vote 2-0.
7. Personnel Director's Report and Review of Open Job Postings: Dr. Joe Fraser welcomed David Boyer to the Personnel Commission meeting. He is excited to continue working with Mr. Boyer in his new role as Personnel Commissioner.

Thomas Pruitt was hired as Campus Supervisor at Oak Middle School. Lokhem Sawan was hired as Campus Supervisor at Rossmoor Elementary School. Nathalie Mendez was hired as the new Food Services Technician at the Auxiliary. Mayra Gonzalez was promoted from Bond Program Manager to Director of Fiscal Services.

The recruitment for Bus Driver is still open on a continuous basis in order to gather a larger pool of candidates. At the moment, very few applications have been received. At the moment, we have



enough bus drivers to cover the current bus routes during hybrid learning. The recruitment for Student Supervision Assistant is open continuously. The Written Examination for Food Services Assistant- Satellite Cafeteria will be held on February 22<sup>nd</sup>. The job posting for LVN at Oak Middle School went live on February 9<sup>th</sup>, and will close on February 26<sup>th</sup>. The Board of Education has made the Announcement of Intention to appoint David Boyer to the Personnel Commission. The public hearing and appointment will take place on the March 9<sup>th</sup> Board Meeting. Interest Based Bargaining training will take place the first week of March. Both the employee unions, CSEA and LAEA will be attending.

The District is working closely with the County regarding COVID-19 vaccinations. Those qualified under phase 1A will be receiving a survey from the District soon. The State requested an updated COVID-19 Prevention Plan. Thankfully, there was only a few changes to the District's Prevention Plan. The requirement of desks being no less than 4 feet apart really inhibit the District from starting full-day instruction. The District will remain in the hybrid model of learning for the rest of the 2020-2021 school year.

8. Discussion of CSPCA (California School Personnel Commissioners Association) 2021 Merit Academy.

Discussion: Dr. Fraser stated that it would be a great idea for Celeste Arellano and David Boyer to attend the 2021 Merit Academy. Commissioners Baldwin and Wilson were in favor and stated that the Merit Academy is very beneficial.

## CONSENT

9.a. Ratification of the Food Services Technician Eligibility List.

MSC Wilson – Yes / Baldwin – Yes. Vote 2-0.

9.b. Ratification of the Director, Fiscal Services Eligibility List.

MSC Wilson – Yes / Baldwin – Yes. Vote 2-0.

9.c. Ratification of the Assistant Superintendent, Business Services Eligibility List.

MSC Wilson- Yes / Baldwin – Yes. Vote 2-0.

## ACTION

10. Approval of classified staff Celeste Arellano to attend the 2021 California School Personnel Commissioners Association (CSPCA) Merit Academy to be held virtually, at an approximate cost of \$575.00.

MSC Wilson – Yes / Baldwin – Yes. Vote 2-0.

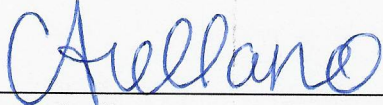
11. Approval of extension of Limited Term Appointments for the 2020-2021 school year.

Discussion: The District does not usually extend Limited Term Appointments past the six-month maximum. However, the situation with COVID-19 has caused a temporary need for additional help in order for the District to operate efficiently. Per Commissioner Baldwin, the Ed Code allows the Personnel Commission to extend Limited Term Appointments for up to a year. The Limited Term Appointments may not extend past the 2020-2021 school year.

MSC Wilson – Yes / Baldwin – Yes. Vote 2-0.

12. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)  
Report into Closed Session at 4:36 pm.
13. Open Session: Report of Closed Session Action, if any:  
Report out of Closed Session at 4:41 pm. No Action Taken.
14. Adjournment: Commissioner Baldwin adjourned the meeting at 4:41 p.m.

Respectfully submitted,



Celeste Arellano

02/10/2021