

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
June 9, 2021

1. The meeting was called to order by Commissioner Baldwin at 4:02 PM.
2. Dr. Joe Fraser led the Pledge of Allegiance.
3. Commissioners Present
Kimberly Baldwin
Virginia Wilson
David Boyer
- Staff Present
Joe Fraser
Celeste Arellano
4. Community/Staff Participation in Open Session and Non-Agenda Items: None.
5. Commissioner Comments: Commissioner Wilson mentioned that she will be undergoing a medical procedure in a week. Boyer mentioned that he continues to attend the Merit Academy, which he finds to be very informative. Commissioner Baldwin attended the graduation parade. She stated it was great and wonderful to see.
6. Approval of the Minutes of the May 5, 2021, Regular Meeting:
MSC Wilson – Yes / Baldwin – Yes - Boyer – Yes. Vote 3-0.
7. Personnel Director's Report and Review of Open Job Postings: There have been several Instructional Assistant – Special Education hires in order to prepare for the 21-22 school year.

There are a variety of recruitments that are currently being worked on. These include Bus Driver, Communications & Public Information Officer, Administrative Assistant II, Head Custodian, Instructional Assistant- Preschool, Student Supervision Assistant, School Office Coordinator, Night Custodian, Campus Supervisor, Licensed Vocational Nurse, Extended Day Care Center Supervisor.

The District is restructuring the Licensed Vocational Nurse classification. There will be a full-time LVN position created for Los Alamitos High School. McAuliffe Middle School and Oak Middle School will have a part-time LVN along with a part-time Health Clerk. Hopkinson Elementary will have a part-time LVN.

A special Personnel Commission Meeting will need to be scheduled to update the job description for Instructional Assistant- English Learner. The job description has not been updated since 2003, and needs to be updated before the recruitment can be initiated.

The retirement ceremony for the 2019-2020 and 2020-2021 school year retirees was held at Oak Middle School. Dr. Fraser thanked Head Custodian Daniel Salas and the Classified Human

Resources staff for their work in putting the event together. Graduation ceremonies are taking place throughout the District.

There is a meeting with the CSEA on June 17th to discuss MOU's, and SB-95 language.

CONSENT

8.a. Ratification of the Head Custodian Eligibility List.

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

8.b. Ratification of the Administrative Assistant II Eligibility List.

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

ACTION

9. Approval of the renewal of membership in Personnel Commissions Association of Southern California (PCASC) for the 2021 – 2022 school year at a cost of \$100.00.

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

10. Approval of the revised job description of Food Service Assistant III.

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

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

12. Open Session: Report of Closed Session Action, if any:
No Action Taken.

13. Adjournment: Commissioner Baldwin adjourned the meeting at 4:29 p.m.

Respectfully submitted,



Celeste Arellano

06/09/2021