

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
August 11, 2021

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

<u>Commissioners Present</u>	<u>Staff Present</u>
Kimberly Baldwin	Joe Fraser
Virginia Wilson via Zoom	Celeste Arellano
David Boyer	
4. Community/Staff Participation in Open Session and Non-Agenda Items: None.
5. Commissioner Comments: Commissioner Wilson thanked everyone for allowing her to join the meeting via Zoom. Commissioner Boyer mentioned that he has completed the 2021 Merit Academy and asked if the Los Alamitos Unified School District had membership with CODESP. He also asked about the process of reviewing job descriptions. Commissioner Baldwin stated that she went to the New Hire Luncheon. She may be able to attend the Welcome Back Breakfast. She also thanked Celeste Arellano for her work during this busy time.
6. Approval of the Minutes of the June 9, 2021, Regular Meeting:
MSC Boyer – Yes / Baldwin – Yes - Wilson – Yes. Vote 3-0.
7. Approval of the Minutes of the July 1, 2021, Special Meeting:
MSC Wilson – Yes / Baldwin – Yes - Boyer – Yes. Vote 3-0.
8. Personnel Director's Report and Review of Open Job Postings: Dr. Fraser thanked Celeste Arellano for managing a large number of recruitments.

There have been several hires and promotions throughout a variety of classifications. Johnny Marquez was selected as the new Head Custodian of Los Alamitos High School. Brandon Huey was selected as the new Head Custodian of Rossmoor Elementary School. Justin Winford was selected as the new Night Custodian of Rossmoor Elementary School. Jenny Wampler was selected as the School Office Coordinator for Hopkinson Elementary School. Robert Browning was selected as the Instructional Assistant- Media Center & Technology at McGaugh Elementary School. Celine Jackson was selected as the Instructional Assistant- Media Center & Technology at Hopkinson Elementary School. Four new Bus Drivers were hired at the Auxiliary. There have been over a dozen Instructional Assistant- Special Education new hires. More job offers are being made every day. There were four new Instructional Assistant- Preschool hires for the Child Development Center. There were four new Student Supervision Assistants hired throughout the District.

Chelsea Treweek was selected as the Extended Day Care Center Site Supervisor at Oak Middle School. Brandon Foremski was selected as the Extended Day Care Center Site Supervisor at McAuliffe Middle School. Kristina Wells was selected as the Licensed Vocational Nurse at McAuliffe Middle School.

There are a number of recruitments still underway. Accounting Assistant II closed on July 27. Information Systems Specialist I closed on August 4. Final interviews for Food Service Assistant III were held August 11. The written examination for Instructional Assistant- EL is tentatively scheduled for August 12. The job posting for Media Center Assistant- High School closes on August 24. Clerical Assistant II closes on August 26. Instructional Assistant- Physical Education closes on August 26. There will be a new recruitment for Instructional Assistant- Special Education, as there are a large number of vacancies remaining. Extended Day Care Center Assistant was opened on a continuous basis. We will also be requesting a special meeting via Zoom to approve a new job description for the new position of Instructional Assistant- Math & Science.

Weaver Elementary School has begun the 2021-2022 school year on August 4. All other schools begin on August 16. The Welcome Back Breakfast will be held on Friday, August 13. Tyrone Howard will be the keynote speaker. The negotiations with the CSEA will be held on August 18.

The Human Resources Department is working on implementing the new COVID-19 mandates for employees regarding vaccination requirements and weekly COVID-19 testing. The District will need to be in compliance with the mandate by October 15, 2021.

9. Discussion on Classified Employee's Organization Appointee: December 1, 2021 to December 1, 2024 term.

Commissioner Wilson's appointment ends on December 1, 2021. The announcement of Intention to Reappoint will be made on the September 1st PC Meeting. The public hearing to reappoint will be on the October 13th PC Meeting. The oath of office and election will be on the December 8nd PC Meeting.

10. Discussion of the 2021 Personnel Commission Meeting Schedule.

CONSENT

- 11.a. Ratification of the Instructional Assistant- Preschool Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.
- 11.b. Ratification of the Bus Driver Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.
- 11.c. Ratification of the School Office Coordinator Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.
- 11.d. Ratification of the Campus Supervisor Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.

- 11.e. Ratification of the High School Secretary II Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.
- 11.f. Ratification of the Licensed Vocational Nurse Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.
- 11.g. Ratification of the Communications and Public Information Officer Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.
- 11.h. Ratification of the Instructional Assistant- Special Education Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.
- 11.i. Ratification of the Student Supervision Assistant Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.
- 11.j. Ratification of the Custodian Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.
- 11.k. Ratification of the Extended Day Care Center Site Supervisor Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.
- 11.l. Ratification of the Food Services Assistant 3 Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.
- 11.m. Ratification of the Extended Day Care Center Assistant Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.

ACTION

- 12. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
- 13. Open Session: Report of Closed Session Action, if any: No Action Taken.
- 14. Adjournment: Commissioner Baldwin adjourned the meeting at 4:33 p.m.

Respectfully submitted,



Celeste Arellano

08/11/2021