

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  
September 1, 2021

1. The meeting was called to order by Commissioner Baldwin at 4:02 PM.
2. Mitchell Bañales 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:  
CSEA Chapter Mitchell Bañales greeted the Commissioners and stated he is happy to be announcing the union's intention to reappoint Virginia Wilson to another term. Celeste Arellano mentioned that the District has hired over 35 Instructional Assistant- Special Education since last month. There will be more new-hires in the coming days.
5. Commissioner Comments: Commissioner Wilson mentioned it was nice to see CSEA Chapter President Mitchell Bañales in attendance. Commissioner Boyer stated that he has driven around the District and sees how busy the school sites are.
6. Approval of the Minutes of the August 11, 2021, Regular Meeting:  
Discussion: Commissioner Baldwin stated that there was a discussion on item 11.g.  
MSC Baldwin – Yes / Wilson – Yes - Boyer – Yes. Vote 3-0.
7. Approval of the Minutes of the August 24, 2021, Special Meeting:  
MSC Wilson – Yes / Baldwin – Yes - Boyer – Yes. Vote 3-0.
8. Personnel Director's Report and Review of Open Job Postings: There have been a large number of new-hires and promotions throughout a variety of classifications. In reference to the classification of Instructional Assistant- Special Education, twenty current 18.75 hour per week positions will be increased to 28 hour per week to help alleviate the staffing shortage. Cynthia Lee has been hired as High School Secretary I. There have been four new Food Service Assistant hires. Two job offers have been made for Instructional Assistant- English Learner, but they are still pending onboarding.

The final interview for Accounting Assistant II will take place on September 10<sup>th</sup>. The Oral Panel Interview and Performance Examination for Information Systems Specialist I recruitment will take place on September 2<sup>nd</sup>. Media Center Assistant- HS closed on August 24<sup>th</sup>. The Written Exam for Clerical Assistant II will take place on September 2<sup>nd</sup>. The job postings for Instructional

Assistant- Physical Education and Instructional Assistant- Special Education close on September 2<sup>nd</sup>. EDCC Assistant and Student Supervision Assistant job postings have been opened continuously. The job descriptions for Instructional Assistant- Mathematics and Science will be going to the September 14<sup>th</sup> Board Meeting for approval.

A Tentative Agreement has been reached with the CSEA. Both the management and CSEA team worked really well together to come up with a great two-year deal. Negotiations with the LAEA continue.

Covid-19 contact tracing continues. The District continues to navigate through the constantly changing mandates. All employees are working tirelessly to make the 2021-2022 school year a success.

9. Announcement by CSEA of intention to reappoint Virginia Wilson as Commissioner to the Personnel Commission for the term of December 1, 2021 to December 1, 2024 term. Commissioner Wilson's appointment ends on December 1, 2021. The public hearing to reappoint will be on the October 13<sup>th</sup> PC Meeting. The oath of office and election will be on the December 8<sup>nd</sup> PC Meeting.
10. Discussion of the 2022 Personnel Commission Meeting Schedule.

#### CONSENT

11. Ratification of the Instructional Assistant- English Learner Eligibility List.  
MSC Boyer – Yes / Wilson – Yes – Baldwin – 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 4:21 p.m.

Respectfully submitted,

  
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Celeste Arellano

09/01/2021