

ANNUAL REPORT

Each year the Office of the Personnel Commission prepares an Annual Report of the Commission activities. This report describes the functions and activities of the Classified Personnel Commission and the Classified Personnel Office of the Los Alamitos Unified School District.

Our District has established itself as one of the finest districts in the State of California. The contribution of the classified employees has definitely enhanced our reputation. On behalf of the Personnel Commission and the staff in the Classified Personnel Office, please accept our appreciation for the fine work that you have performed for the students in the District over the past year.

The work of the Personnel Commission is greatly dependent upon many individuals who volunteer their time to assist in our testing and interview process. Their commitment to the Personnel Commission allows the Commission to continue to produce excellence in the classified work force. Also shown is an employment comparison for the past two years.

THE MERIT SYSTEM

The merit system is a system of rules and procedures similar to civil service, which governs classified school personnel. Its fundamental purpose is to ensure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness. In merit system school districts in California, the system is administered by the Personnel Commission, an independent body composed of three persons appointed for three-year staggered terms.

MERIT PRINCIPLES

- Hires and promotes employees on the basis of ability, with open competition in initial appointment.
- Removes appointments to positions from the political arena or personal favoritism.
- Ensures that employees doing like work are classified the same and receive like pay.
- Provides for fair and impartial rules and consistency of administration of the rules.
- Assures fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, sex, or religious creed, and with proper regard for their privacy and constitutional rights as citizens.

EMPLOYMENT ACTIVITY 2020 - 2021

Accounting Assistant II
Administrative Assistant II
Bus Driver
Campus Supervisor
Certificated Personnel Specialist
Clerical Assistant II
Communications & Public Information Officer
Custodian
Director of Fiscal Services
Food Services Assistant III
Food Services Assistant- Satellite Cafeteria
Food Services Technician
Grounds Maintenance Worker II
Head Custodian
High School Secretary II
Instructional Assistant- Media Center and Technology
Instructional Assistant- Preschool
Instructional Assistant- Special Education
Licensed Vocational Nurse
Media Center Assistant- High School
School Office Coordinator
Speech Language Pathology Assistant
Student Supervision Assistant



EMPLOYMENT COMPARISONS

	2019-20	2020-21
Job Postings	34	37
Applications Received	1780	1888
Qualified to Test	946	1248
Applicants Tested	573	771
Qualified to Interview	492	636
Applicants Interviewed	288	476
Eligibility Lists Established	29	30

POSITIONS FILLED

Regular Employees	130	50
Summer School	64	139
Substitutes	88	24

MEMBERS OF THE PERSONNEL COMMISSION

Kimberly Baldwin, Chair

Kim Baldwin began her service to the Commission in March 2014 as the Commission's appointee. Mrs. Baldwin was raised in Rossmoor and is a proud alumni of Rossmoor Elementary, Oak Middle School and Los Alamitos High School. Mrs. Baldwin carries on her family's tradition of giving back to the District, her father, Ted Horn, served the LAUSD as a Personnel Commissioner for 29 years, until his death in 2009. Mrs. Baldwin and her husband, Stephen, have one son Zachary, who attends Oak Middle School. Besides serving on the Personnel Commission, Mrs. Baldwin currently serves on the School Site Council for Oak Middle School. Mrs. Baldwin previously served on the board of the Los Alamitos Education Foundation (LAEF) for six years and currently serves LAEF in an emeritus capacity. Mrs. Baldwin also served on the board of the Hopkinson PTA, as well donating countless hours on several school-wide PTA committees over six years. For her volunteer efforts, the Hopkinson PTA honored Mrs. Baldwin in 2019 with its Very Special Person Award. Mrs. Baldwin was also selected to be an inaugural board member, also serving as secretary, for the Friends of the CDC, which benefits the District's preschool program. When she is not volunteering for the District, Mrs. Baldwin is a long-time litigation paralegal for the international law firm of Seyfarth Shaw LLP, predominantly working on the defense side of employment law cases. Mrs. Baldwin's almost 20 years of experience in this field allows her to provide unique insight and perspective to the Personnel Commission. Mrs. Baldwin's term on the Personnel Commission expires December 1, 2023.

Virginia Wilson, Vice- Chair

Virginia F. Wilson began her service to Commission in August 2018, as the CSEA appointee. Mrs. Wilson grew up in Glendale, California and earned a Bachelor's Degree in Business from the University of Southern California. In 1968, she and her husband moved to Rossmoor and started a family. In 1977, Mrs. Wilson was elected to the School Board of the Los Alamitos Elementary District. Her leadership was instrumental in developing and implanting a plan that led to unification and formation of the Los Alamitos Unified School District. Virginia served as Board President for 6 terms during her 27 years on the Board of Education. Her leadership led to the annexation of Seal Beach Elementary District, and the co-Chairmanship of the first Mello-Ross School Bond for the District and the first in Orange County, which helped renovate older facilities. She researched and wrote the original Board Policies for LAUSD that guides District policy to this day. She led the closing of several schools to accomplish fiscal solvency, which continues to benefit the District. She actively pursued training on Boardsmanship and earned 60 units of continuing education credit in school finance, curriculum, personnel and collective bargaining. She also served on the Board of Directors for California School Board Association in Sacramento for 10 years and on CSBA's delegate assembly for a decade and served as a Board of Trustees for the North Orange County Regional Occupation Program for 23 years. Within the community she worked on the organizing committees and served in leadership roles on the board of directors for Hot Line, CASA Youth Shelter, We Care and Los Alamitos Education Foundation. Commissioner Wilson's term expires December 1, 2021.

David Boyer, Member

David Boyer and his wife Lisa purchased their Rossmoor Highlands home in 2001. Their two sons, Daniel and Davis attended Rossmoor Elementary, McAuliffe Middle School, and are LAHS graduates of the Class of 2011 and 2014. He served on the Los Alamitos Unified School District Board of Education for over 16 years. He is proud that all schools are recognized as Gold Ribbon Schools, as the Los Alamitos USD is the only District in Orange County to achieve this distinction. He has a Bachelor of Science in Agricultural & Managerial Economics from the University of California, Davis, and an MBA from Pepperdine University. He has completed the Masters in Governance program from the California School Boards Association, and has a certificate in Financial Planning from University of California, Irvine. As a Board Member, he oversaw the 2006 Measure K & 2016 Measure G Bond taxpayer investment projects with over \$24 million in state matching funds. He has served the Los Alamitos community as past President of the Los Alamitos Area Chamber of Commerce, AYSO Region 159 coach, FNL Coach, LAYB Asst. Coach, Precious Life Shelter Board of Directors, member Seal Beach Lions Club, Assistant Scout Master Troop 658, and as an Eagle Scout. Mr. Boyer's term expires December 1, 2022.

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL REPORT
July 1, 2020 – June 30, 2021

Presented to:
BOARD OF EDUCATION
and to the
CLASSIFIED EMPLOYEES OF THE DISTRICT

Joe Fraser, Ed.D.
Assistant Superintendent of Human Resources
and Director of Classified Personnel

Celeste Arellano
Classified Personnel Tech - Personnel Commission

Our wholehearted thanks to the following individuals who served as members of our interview and performance panels during 2020 - 2021:

Panelists from Los Alamitos Unified School District:

Alice Stevens, LVN, DO
Cassandra Palacios, LVN, LAHS
Cindie Hoefflin, IA- Media Center & Technology, Oak
Daniel Salas, Head Custodian, Oak
Darlene Desbrow, RSP Teacher, McAuliffe
Doreen Gertjeansen, School Office Coordinator, Rossmoor
Emily Dahlen, SDC Teacher, LAE
Genesse Rodriguez, Business Services Specialist, DO
Jason Farvour, Assistant Principal, LAHS
Jennifer Bain, TOSA, DO
Jennifer Hollandsworth, CDC Program Technician, DO
Julie Demuth, TOSA, DO
Kandis Aceves, School Readiness and Community Liaison, DO
Katie Nguyen, Food Services Supervisor, Oak
Lisa Seymour, IA- Reading Lab, DO
Lisa Wallace, Administrative Assistant I, DO
Marlene Wagoner, Administrative Assistant II, DO
Nicole Browning, Administrative Assistant II, DO
Robynn Pennala, High School Secretary I, LAHS
Roland Lomeli, Library Media Technician, Auxiliary
Ryan Weiss Wright, Ed.D, Principal, McAuliffe
Shari White, Administrative Assistant I, DO
Shaun Valdez, Grounds Maintenance Worker II, Auxiliary
Shoshana Dornblaser, Administrative Assistant II, DO
Stephanie Wyatt, School Office Coordinator, Lee
Tamara Elenes, EDCC Site Supervisor, McGaugh
Tayler Martin, SDC Teacher, McGaugh
Tina Dingillo, Executive Assistant, DO
Tina Fenner, High School Secretary I, LAHS
Tomi Adair, School Office Coordinator, Oak
Vicki Young, Speech Language Pathologist, LAHS
Yolanda Mortensen, EDCC Program Supervisor, DO

Panelists from Other Districts:

Alyssa Griffiths, Public & Media Spec.- Placentia-Yorba Linda USD
Cameron Smith, Safety Operations Manager, Long Beach USD
David Cubas, Lead Groundskeeper, Downey USD
Ivan Tani, Budget Manager, Montebello USD
Jode Howard, Personnel Director, Bassett USD
John Chiu, Director of Food Services, Huntington Beach UHSD
Kevin Maldonado, Food Services Supervisor, Walnut-Valley USD
Quinton Riles, Operations Supervisor, Downey USD
Ryan Nguyen, Dispatch Supervisor, Garden Grove USD
Samantha Horton, Transportation Coordinator, Walnut-Valley USD
Stephanie Gaude, High School Secretary, Bellflower USD
Su-San Lotz, Custodial Services Supervisor, Walnut-Valley USD
Terry Boyd, Plant Supervisor II, Long Beach USD

2020 - 2021

Personnel Commission ANNUAL REPORT

*The Personnel Commission meets on
the second Wednesday of the month
at 4:00 p.m. in the District Office
Training Room*



**Los Alamitos
Unified School District**
Igniting Unlimited Possibilities for Students!