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 05, 2020

1. The meeting was called to order by Commissioner Wilson at 4:00 p.m.

2. Commissioner Baldwin led the Pledge of Allegiance.

3. Commissioners Present
Kimberly Baldwin
Milton Houghton
Virginia Wilson

Staff Present
Joe Fraser
Nicole Browning
Celeste Arellano

4. Community/Staff Participation in Open Session and Non-Agenda Items: None.

5. Commissioner Comments: Commissioner Wilson was honored to be part of the final selection interviews for Classified Personnel Technician- Personnel Commission. She expressed that there was a great pool of qualified candidates. She congratulated Celeste Arellano on being selected for the position. She also thanked Nicole Browning for all the hard work she has done for the Personnel Commission. Commissioner Baldwin welcomed Celeste Arellano the Los Alamitos Unified School District and thanked Nicole Browning for her contributions.

6. Approval of the Minutes of the June 10, 2020, Regular Meeting:
MSC Houghton – Yes / Baldwin – Yes – Wilson - Yes. Vote 3-0.

7. Approval of the Minutes of the June 22, 2020, Special Meeting:
MSC Baldwin – Yes / Houghton – Yes – Wilson – Yes. Vote 3-0.

8. Personnel Director's Report and Review of Open Job Postings: Heather Sherrill was hired as Administrative Assistant I in the Special Education Department. Celeste Arellano was hired as the Classified Personnel Technician- Personnel Commission. The final interviews for Certificated Personnel Specialist were conducted on August 8, 2020. There has been both a resignation and a retirement in the Accounting Assistant II classification. We will be recruiting only for 1 of those vacancies. There are a number of recruitments that are on hold due to the situation caused by the pandemic.

Commissioner Baldwin's appointment ends on December 1, 2020. The announcement of Intention to Reappoint will be made on the September 9th PC Meeting. The public hearing to reappoint will be on the October 14th PC Meeting. The oath of office and election will be on the December 2nd PC Meeting.

The District has sent out the School Reopening Plan for the 2020-2021 school year as well as information on Los Al @ Home. Surveys will be sent out to families who chose the Los Al @ Home pathway in November to see if they would like to continue with that model of instruction. A list of classified layoffs will be brought to the August 11 Board Meeting.

9. Discussion on Commission's Joint Appointee: December 1, 2020 to December 1, 2023 term.

10. Discussion of the 2021 Personnel Commission Meeting Schedule.

CONSENT

11. a. Ratification of the Administrative Assistant I Eligibility List.
MSC Baldwin – Yes / Houghton – Yes – Wilson – Yes. Vote 3-0.

11.b. Ratification of the Classified Personnel Technician – Personnel Commission Eligibility List.
MSC Baldwin – Yes / Houghton – Yes – Wilson – Yes. Vote 3-0.

11.c. Ratification of the Certificated Personnel Specialist Eligibility List.
MSC Baldwin – Yes / Houghton – Yes – Wilson – Yes. Vote 3-0.

ACTION

12. Approval of the revised Job title for Facilities and Construction Manager to Bond Program Manager.
Moved by_____, 2nd by_____. Vote_____: K.B.____M.H.____ V.W.____.
Note: Item tabled for next Personnel Commission Meeting.

13. Approval of renewal of Personnel Commissioners Association of Southern California (PCASC) Annual Membership for the 2020-2021 school year at a cost of $100.00
MSC Houghton – Yes / Baldwin – Yes – Wilson – Yes. Vote 3-0.

14. Approval of the 2019 – 2020 Annual Report of the Personnel Commission
MSC Baldwin – Yes / Houghton – Yes – Wilson – Yes. Vote 3-0.

15. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957). None.

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

17. Adjournment: Commissioner Wilson adjourned the meeting at 4:59 p.m.

Respectfully submitted,

CArellano

Celeste Arellano

8/5/2020