

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  
December 8, 2021

1. The meeting was called to order by Commissioner Baldwin at 4:05 PM.
2. Dr. Jerry Friedman led the Pledge of Allegiance.
3. Commissioners Present  
Kimberly Baldwin  
Virginia Wilson  
David Boyer  
Staff Present  
Jerry Friedman  
Celeste Arellano
4. Oath of Office- Commissioner Virginia Wilson  
Kimberly Baldwin, Personnel Commissioner, presented the Oath of Allegiance.
5. Election of Personnel Commissioners Officers: Chairperson and Vice-Chairperson.  
MSC Boyer – Yes / Baldwin – Yes / Wilson – Yes. Vote 3-0.  
Discussion: Virginia Wilson was elected Chairperson and David Boyer was elected Vice-Chairperson.
6. Community/Staff Participation in Open Session and Non-Agenda Items: CSEA Chapter President Mitchell Banales thanked Virginia Wilson for her dedication the Los Alamitos Unified School District. Cathy Severin congratulated Virginia Wilson on her reappointment. Dr. Andrew Pulver, Superintendent, congratulated Virginia Wilson for being reappointed for another term on the Personnel Commission. Dr. Pulver stated that the District has truly remarkable classified staff who are willing to go above and beyond.
7. Commissioner Comments: Commissioner Boyer congratulated Virginia Wilson on her reappointment. He also welcomed Dr. Jerry Friedman to the meeting. He is grateful to be a Personnel Commissioner and work alongside both Virginia Wilson and Kimberly Baldwin. Virginia Wilson thanked the attendees for coming to the meeting. She is proud to serve as a Personnel Commissioner for the District. Kimberly Baldwin thanked all the attendees for being at the meeting. She appreciates all the work that classified employees do.
8. Approval of the Minutes of the November 3, 2021, Regular Meeting:  
MSC Wilson – Yes / Boyer – Yes - Baldwin – Yes. Vote 3-0.
9. Personnel Director's Report and Review of Open Job Postings: Dr. Jerry Friedman congratulated Virginia Wilson on her reappointment. He is excited to be a part of a Personnel Commission meeting. Dr. Friedman is excited to announce that the District Office will have the TK Burger Truck on January 5<sup>th</sup>, 2022 for Classified Employees who wish to attend. The event will be from 11:30 am- 12:30 pm.

The District is continuing to hire new staff in a variety of classifications which include Extended Day Care Center Assistants, Instructional Assistant- Preschool, Custodian, and Administrative Assistant I.

The written exam for Instructional Assistant- Physical Education took place on December 7<sup>th</sup>. The panel is scheduled for December 14<sup>th</sup>. The written exam for Instructional Assistant- English Learner took place on December 7<sup>th</sup>. The panel is scheduled for December 15<sup>th</sup>. The final interview for Instructional Assistant- Media Center & Technology took place on December 7<sup>th</sup>. The LVN job posting closes on December 9<sup>th</sup>. The Bus Driver job posting closes December 9<sup>th</sup>. The written exam for Theatre Production Supervisor will take place December 10<sup>th</sup>. The job posting for High School Secretary II closes December 13<sup>th</sup>. The job posting for the Communications & Public Information Officer closes December 20<sup>th</sup>. The job posting for Instructional Assistant- Special Education closes January 3, 2022.

The COVID-19 District dashboard continues to be updated periodically. The number of COVID-19 cases are relatively low at the time. We continue to contact trace for any positive cases. The Special Education department hosted a Mindfulness Café that took place today. The café had healthy snacks and mindfulness activities for the DO staff to enjoy.

The next PC meeting will be January 12, 2022 in the Board Conference Room.


#### CONSENT

- 10.a. Ratification of the Instructional Assistant- Media Center & Technology Eligibility List.  
MSC Wilson – Yes / Boyer – Yes – Baldwin – Yes. Vote 3-0
- 10.b. Ratification of the Instructional Assistant- Mathematics & Science Eligibility List.  
MSC Wilson – Yes / Boyer – Yes – Baldwin – Yes. Vote 3-0

#### ACTION

- 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 4:49 p.m.

Respectfully submitted,



Celeste Arellano

12/08/2021