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
February 9, 2022

1. The meeting was called to order by Commissioner Wilson at 4:02 PM.

2. Zachary Baldwin led the Pledge of Allegiance.

3. <u>Commissioners Present</u>
   Kimberly Baldwin
   Virginia Wilson
   David Boyer

   <u>Staff Present</u>
   Joe Fraser
   Celeste Arellano

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

5. Commissioner Comments: Commissioner Boyer is excited to attend the 2022 CSPCA Annual Conference in March. Commissioner Baldwin stated that it is "Fundraising February" for the Los Alamitos Education Foundation (LAEF). Their annual gala will take place on February 11, 2022. Commissioner Wilson is looking forward to going to Monterey for the 2022 CSPCA Annual Conference.

6. Approval of the Minutes of the January 12, 2022, Regular Meeting:
   MSC Baldwin – Yes / Boyer – Yes / Wilson – Yes. Vote 3-0.

7. Personnel Director's Report and Review of Open Job Postings: Dr. Fraser provided an update on all recent hires including Taylor Cajka, Theatre Production Supervisor; Tyler Mortensen, HS Plant Supervisor; Nichole Pichardo, Communications & Public Information Officer; Arielle Pulido, HS Secretary II and Rachel Israelsky, HS Secretary I.

   The Classified Personnel Department is currently working on the following recruitments: LVN, Bus Driver, EDCC Assistant, Instructional Assistant-Preschool, Food Service Assistant III, Information Systems Technician, Instructional Assistant- Special Education, Head Custodian, Theatre Production Technician, and Student Supervision Assistant.

   Dr. Joe Fraser will be conducting site walkthroughs in March and April. The Longevity Recognition Ceremonies will be taking place starting on March 1st. Celeste Arellano will send the schedule to the Commissioners so they may attend. The Summer Assistance Program deadline is March 1st. We are currently accepting applications for Summer School job posting. The deadline to apply is February 18th.

   The next PC meeting will be March 16, 2022 in the Board Conference Room.

CONSENT

8.a. Ratification of the High School Plant Supervisor Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0

8.b. Ratification of the Instructional Assistant- Special Education Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0

8.c. Ratification of the Student Supervision Assistant Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0

ACTION

9. Approval of attendance of Commissioners Boyer and Wilson along with Classified Staff Joe Fraser and Celeste Arellano at the 2022 California School Personnel Commissioners Association (CSPCA) Annual Conference in Monterey, California Sunday, March 6, 2022 through Tuesday, March 8, 2022 at an approximate cost of $9,106.00.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0

10. Approval of annual subscription to Governmentjobs.com at a cost of $1,715.40.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0

11. Approval of new classified job classification and job description, Lead Instructional Assistant- Behavior Intervention.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0

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

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

14. Adjournment: Commissioner Baldwin adjourned the meeting at 4:34 p.m.

Respectfully submitted,

Arellano

Celeste Arellano

2/9/2022