

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
March 16, 2022

1. The meeting was called to order by Commissioner Wilson at 4:05 PM.
2. Classified Employee Daniel Salas led the Pledge of Allegiance.
3.

<u>Commissioners Present</u>	<u>Staff Present</u>
Kimberly Baldwin	Joe Fraser
Virginia Wilson	Lisa Wallace
David Boyer	
4. Community/Staff Participation in Open Session and Non-Agenda Items: Communications & Public Information Officer, Nichole Pichardo introduced herself to the Personnel Commission. She has over 20 years of experience in communications.
5. Commissioner Comments: Commissioner Boyer stated that he attended the City Council Meeting on behalf of the Los Alamitos Unified School District. He also recently attended the 2022 CSPCA Annual Conference. He suggested that the District offer a seminar regarding CalPERS to its employees. Commissioner Wilson also recently attended the 2022 CSPCA Annual Conference and stated it was the best conference she has attended.
6. Approval of the Minutes of the February 9, 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 Andrew Brown, Information Systems Technician, and there were several hires for Instructional Assistant- Special Education and EDCC Assistant.

The Classified Personnel Department is currently working on the following recruitments: Bus Driver, Instructional Assistant- Special Education, Lead Instructional Assistant- Behavior Intervention, Instructional Assistant- Media Center & Technology, Food Service Assistant III, and Theatre Production Technician.

Dr. Fraser informed the Personnel Commission that the annual Retirement Ceremony will be taking place on May 24th in the Training Room.

The next PC meeting will be April 13, 2022 in the Board Conference Room.

8. Discussion of the CSPCA (California School Personnel Commission Association) 2022 Merit Academy: Commissioners Boyer and Wilson discussed what they learned at the CSPCA 2022 Annual Conference held

in Monterey, CA. They discussed the need for a standardized process regarding the annual evaluation of the Classified Personnel Director. The Personnel Commission stressed the importance of being up-to-date on all Rules & Regulations to ensure all best practices and goals are met.

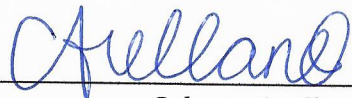
CONSENT

- 9.a. Ratification of the Extended Daycare Center Assistant Eligibility List.
MSC Boyer – Yes / Baldwin – Yes – Wilson – Yes. Vote 3-0
- 9.b. Ratification of the Information Systems Technician Eligibility List.
MSC Boyer – Yes / Baldwin – Yes – Wilson – Yes. Vote 3-0
- 9.c. Ratification of the Instructional Assistant- Preschool Eligibility List.
MSC Boyer – Yes / Baldwin – Yes – Wilson – Yes. Vote 3-0
- 9.d. Ratification of the Head Custodian Eligibility List.
MSC Boyer – Yes / Baldwin – Yes – Wilson – Yes. Vote 3-0
- 9.e. Ratification of the Licensed Vocational Nurse Eligibility List.
MSC Boyer – Yes / Baldwin – Yes – Wilson – Yes. Vote 3-0
Discussion: Commissioner Boyer inquired about the total number of candidate(s) on the eligibility list. Dr. Joe Fraser provided clarification.

ACTION

10. Approval of the renewal invoice for Insight Enterprise (NEOGOV) for the 2022-2023 school year at a cost of \$7,802.25
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0
11. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
None.
12. Open Session: Report of Closed Session Action, if any: No Action Taken.
13. Adjournment: Commissioner Wilson adjourned the meeting at 5:20 p.m.

Respectfully submitted,



Celeste Arellano

3/16/2022