

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  
May 11, 2022

1. The meeting was called to order by Commissioner Wilson at 4:05 PM.
2. Commissioner Boyer led the Pledge of Allegiance.
3. Commissioners Present  
Virginia Wilson  
David Boyer
- Staff Present  
Mayra Gonzalez  
Kaylie Grebeck  
Nicole Browning
4. Community/Staff Participation in Open Session and Non-Agenda Items: Daniel Salas had a question regarding the Accounting Assistant II backup numbers. Cathie Severin mentioned that we have 4 weeks left of school and that we are in the middle of testing. She also inquired if a candidate had been selected for the position of Lead Instructional Assistant- Behavior Intervention. Kaylie Grebeck clarified that the final interviews had been held, however the selection is still pending. Daniel Salas mentioned that he recently helped out another district with their recruitment for Custodian as a rater on their panel and described his experience. He also inquired about the procedures of being on a panel and wanted to clarify when a substitute is necessary to cover for a rater. Cathie Severin asked for clarification on the policy of other districts requesting raters. Nicole Browning provided an explanation of the procedures. Commissioners Boyer and Wilson thanked Daniel for helping another district.
5. Commissioner Comments: Commissioner Wilson and Boyer welcomed Mayra Gonzalez and Kaylie Grebeck to the meeting and introduced them to both Daniel Salas and Cathey Severin. Commissioner Wilson passed around a card for everyone to sign congratulating Dr Joe Fraser on his graduation from USC. Commissioner Boyer expressed his appreciation for everyone and all of the hard work they provide to the District. Commissioner Wilson asked Mayra Gonzalez about the location of the solar panels that were built throughout the district. Mayra clarified that the location of the solar panels depended on the site and also the feedback from the community. Commissioner Wilson thanked Commissioner Boyer for attending all of the recent events. Commissioner Wilson recently attended the funeral of a former teacher and stated that it was very nice and she was very glad she went.
6. Approval of the Minutes of the April 13, 2022, Regular Meeting:  
Moved by \_\_\_\_, 2nd by \_\_\_\_. Vote \_\_\_\_: K.B. \_\_\_\_ D.B. \_\_\_\_ V.W. \_\_\_\_  
Note: Item tabled for next Personnel Meeting.
7. Personnel Director's Report and Review of Open Job Postings: Mayra Gonzalez presented the Personnel Director's on Dr. Joe Fraser's behalf. Angelica Alvarez was hired as Theatre Production

Technician at the high school. Kaylie Grebeck was promoted to Classified Personnel Technician. Gina Salas was hired as Accounting Assistant II. Erica Guerrero was promoted to Accounting Assistant II. Tracy Lam was hired as High School Secretary I. Luis Maldonado was hired as Night Custodian at the high school. There have been several hires for the positions of Food Service Assistant III, Campus Supervisor, Instructional Assistant- Special Education and Instructional Assistant- Media & Technology. The Classified Personnel Department is currently working on the following recruitments: Clerical Assistant II, Instructional Assistant- Special Education and Payroll Technician II.

There have been Longevity Recognition Ceremonies over the past few months and will continue until the end of May. Mayra Gonzalez stated she had the pleasure of attending the ceremony at the District Office and said it was a wonderful event. The next Personnel Commission meeting will be June 8, 2022 in the Board Conference Room.

#### CONSENT

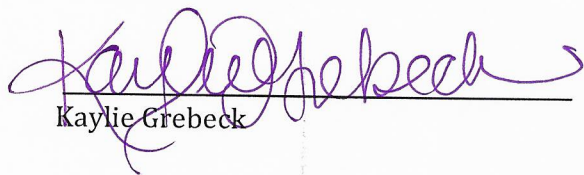
- 8.a. Ratification of the Accounting Assistant II Eligibility List.  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.  
Discussion: Accepted as revised.
- 8.b. Ratification of the Custodian Eligibility List.  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.  
Discussion: Commissioner Wilson asked for clarification on the number of applicants qualified versus the number of applicants invited to the written exam.
- 8.c. Ratification of the Classified Personnel Technician Eligibility List.  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.
- 8.d. Ratification of the Instructional Assistant- Preschool Eligibility List.  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.
- 8.e. Ratification of the Food Services Assistant III Eligibility List.  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.
- 8.f. Ratification of the Extended Day Care Center Assistant Eligibility List.  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.  
Discussion: Accepted as revised.
- 8.g. Ratification of the Campus Supervisor Eligibility List.  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.

#### ACTION

- 9. Approval of the new classified job classification and job description, Network Security Analyst.  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.  
Discussion: This position is to take place of our current outside consultant.

10. Approval of renewal of membership in Personnel Commissions Association of Southern California (PCASC) for the 2022—2023 school year at a cost of \$100.00  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.
11. Approval of the renewal of membership in California School Personnel Commissioners Association (CSPCA) for the 2022 – 2023 school year at a cost of \$700.00  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.  
Discussion: Commissioner Boyer stated that this association periodically holds conferences that would be very beneficial for Kaylie Grebeck to attend.
12. Approval of the renewal of membership for the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) for the 2022-2023 school year at a cost of \$2,300.  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.
- 13.a. Presentation of Proposed 2022-2023 Personnel Commission Budget  
Discussion: Negotiations will commence soon. Mayra Gonzalez stated that the 21-22 PC Budget was adjusted due to the 2020/2021 and 2021/2022 retros, which increased the Classified Salaries as well as the Employee Benefits. Overall total increase of \$29,284.00
- 13.b. Public Hearing on Proposed 2022 – 2023 Personnel Commission Budget  
Discussion: Commissioner Wilson inquired about the amount listed for Health & Welfare- Certificated and believes that there should be an increased budget for Mileage Reimbursement due to the increase in gas prices and that an additional “cushion” should be added due to the retros that occurred.
- 13.c. Adoption of the 2022 – 2023 Personnel Commission Budget  
MSC Boyer – Yes / Wilson – Yes. Vote 2-0.  
Discussion: Accepted as revised.
14. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)  
None.
15. Open Session: Report of Closed Session Action, if any:  
No Action Taken.
16. Adjournment: Commissioner Wilson adjourned the meeting at 4:47 p.m.

Respectfully submitted,

  
Kaylie Grebeck

05/11/2022