

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  
June 8, 2022

1. The meeting was called to order by Commissioner Wilson at 4:02 PM.
2. Commissioner Boyer led the Pledge of Allegiance.
3. 

<u>Commissioners Present</u>	<u>Staff Present</u>
Kimberly Baldwin	Joe Fraser
Virginia Wilson	Kaylie Grebeck
David Boyer	
4. Community/Staff Participation in Open Session and Non-Agenda Items: None.
5. Commissioner Comments: None.
6. Approval of the Minutes of the April 13, 2022, Regular Meeting:  
MSC Boyer – Yes / Baldwin – Yes. / Wilson – abstain. Vote 2-0.
7. Approval of the Minutes of the May 11, 2022, Regular Meeting:  
MSC Boyer – Yes / Wilson – Yes. / Baldwin – abstain. Vote 2-0.
8. Personnel Director's Report and Review of Open Job Postings: Dr. Fraser thanked the Personnel Commission for graciously allowing him to attend his graduation and was glad that his kids were able to attend as well. Dr. Fraser also expressed his appreciation for Mayra Gonzalez filling in for him at the last Personnel Commission meeting.

Dr. Fraser mentioned that this is a busy time when it comes to hiring Classified staff and there have been several hires and promotions throughout a variety of classifications. Maria Gurrola was promoted to Lead IA- Behavior Intervention. Eileen Hindman was selected as Payroll Technician II at the District Office. There have also been multiple Extended Day Care Center Assistant and Student Supervision Assistant hires.

There are a number of recruitments still underway. Clerical Assistant II at Weaver Elementary and Los Alamitos High School, which are pending final interviews. IA Special Education is also pending final interviews. Preschool Lead position at McGaugh has the written exam scheduled for June 10<sup>th</sup>. An LVN position at Lee Elementary has a written exam scheduled for June 13<sup>th</sup>. IA Preschool job closes on June 17<sup>th</sup>. This classification will have a title change to "IA Early Childhood Education". The District is moving to Universal Transitional Kindergarten, which means that it lower the age of kids in TK. In effect, some kids in the Preschool program will move to UTK due to their ages, so the aids in the classroom will need a new title to work in the UTK classrooms. Dr.

Fraser mentioned that a special Personnel Commission Meeting will be scheduled to approve this title change. Commissioner Wilson asked for clarification on the age cutoff and Dr. Fraser said that UTK will be kids aged 4-5. He also provided clarification on the ratio of kids vs teachers and aids. With the addition of UTK, the ratio is going from 1:24 to 1:12. Network Security Analyst closes on June 17<sup>th</sup>, but the posting may be extended due to low applicant pool. IA Accompanist position closes on June 30<sup>th</sup> and may also be extended due to an extremely low applicant pool. Dr. Fraser mentioned that this position will be difficult to fill and suggested the job flyer be updated to let potential applicants know that there is the potential for additional money to be made through the booster club. Director of Food Services applications have begun the screening process.

Dr. Fraser also discussed the Personnel Commissioner Reappointment. Commissioner Boyer's appointment ends on December 1, 2022. The next steps are to announce Commissioner Boyer's intention to reappoint at the August 10<sup>th</sup> PC Meeting and then the Public Hearing to reappoint will be at the September 14<sup>th</sup> PC Meeting.

Dr. Fraser talked about the Longevity Recognition Ceremonies and Retirement Ceremonies that the District held and how great it is to celebrate the employees after all of their hard work.

Dr. Fraser proposed a Special PC Meeting to be scheduled in the next few weeks via Zoom to discuss the job title change from IA- Preschool to IA Early Childhood Education.

#### CONSENT

- 9.a. Ratification of the Payroll Technician II Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 9.b. Ratification of the Instructional Assistant- Special Education Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 9.c. Ratification of the Student Supervision Assistant Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

#### ACTION

- 11. Approval of the new classified job classification and job description: Athletic Trainer  
MSC Boyer – Yes / Baldwin – Yes – Wilson – Yes. Vote 3-0.
- 12. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
- 13. Open Session: Report of Closed Session Action, if any: No Action Taken.
- 14. Adjournment: Commissioner Baldwin adjourned the meeting at 4:41 p.m.

Respectfully submitted,

  
Kaylie Grebeck

08/10/2022