

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  
August 10, 2022

1. The meeting was called to order by Commissioner Wilson at 4:05 PM.
2. Commissioner Baldwin 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: Commissioner Wilson inquired about the parking situation for students and Dr. Fraser clarified the rules about parking. Commissioners Wilson and Boyer both attended the New Employee Luncheon and enjoyed it. They both mentioned how nice it was to see new faces.
6. Approval of the Minutes of the June 8, 2022, Regular Meeting:  
MSC Baldwin – Yes / Wilson – Yes - Boyer – Yes. Vote 3-0.
7. Approval of the Minutes of the June 17, 2022, Special Meeting:  
MSC Baldwin – Yes / Wilson – Yes - Boyer – Yes. Vote 3-0.
8. Approval of the Minutes of the June 24, 2022, Special Meeting:  
Discussion: Date was incorrect on agenda.  
MSC Baldwin – Yes / Wilson – Yes - Boyer – Yes. Vote 3-0.
9. Personnel Director's Report and Review of Open Job Postings: There have been a large number of new-hires and promotions throughout a variety of classifications during the summer. Nohely Alvarez was selected as Clerical Assistant I at Los Alamitos High School. Katherine McMonegal was selected as Clerical Assistant II at Lee Elementary School. Megan Shade was promoted to Preschool Lead at McGaugh and Ramon Zavala was promoted to Network Security Analyst. Thomas Buckley was selected as IA Accompanist at Los Alamitos High School. Annie Ryu was selected as Director of Food Services. Audrey Velasco was selected as Health Benefits/Risk Management Specialist. Alissa Herrera was selected as Child Development Program Technician. There have also been several LVN, IA Special Education and IA Early Childhood Education new hires.

We are continuing to accept applications for Food Service Assistants, Bus Drivers, Campus Supervisors and EDCC Assistants. We have an EDCC Supervisor vacancy at McAuliffe Middle School and will be posting for a District Office Receptionist in the next month.

10. Commissioners Baldwin and Wilson asked for clarification on which Commissioner is being appointed. The agenda listed the Joint Appointee, which is Commissioner Baldwin, but it is actually Commissioner Boyer. The intention to re-appoint David Boyer will be announced at the September 20th Board meeting. The public hearing and reappointment will be held at the October 11th Board Meeting. The oath of office and election will be on the December 7th PC Meeting.
11. Discussion of the 2022 Personnel Commission Meeting Schedule.

#### CONSENT

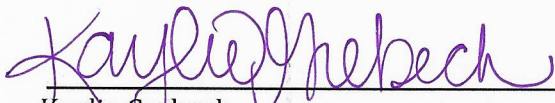
- 12.a. Ratification of the Preschool Lead Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.b. Ratification of the Athletic Trainer Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.c. Ratification of the Clerical Assistant II Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.d. Ratification of the Licensed Vocational Nurse Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.e. Ratification of the Director- Food Services Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.f. Ratification of the Network Security Analyst Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.g. Ratification of the Instructional Assistant- Early Childhood Education Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.h. Ratification of the Instructional Assistant- Special Education Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.i. Ratification of the Speech and Language Pathology Assistant Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.j. Ratification of the Extended Day Care Center Assistant Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.k. Ratification of the Student Supervision Assistant Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.l. Ratification of the Health Benefits/Risk Management Specialist Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

- 12.m. Ratification of the Instructional Assistant- Accompanist Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.n. Ratification of the Child Development Program Technician Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.o. Ratification of the Instructional Assistant- Early Childhood Education Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 12.p. Ratification of the Licensed Vocational Nurse Eligibility List.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

#### ACTION

13. Approval of the revised job description for Information Systems Technician II.  
Discussion: Commissioner Boyer asked for clarification regarding the update to the Education requirements. Commissioner Boyer asked for clarification on Job Duties.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
14. Approval of the 2021 - 2022 Annual Report of the Personnel Commission.  
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
15. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
16. Open Session: Report of Closed Session Action, if any: No Action Taken.
17. Adjournment: Commissioner Wilson adjourned the meeting at 4:55 p.m.

Respectfully submitted,

  
Kaylie Grebeck

08/10/2022