

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
September 14, 2022

1. The meeting was called to order by Commissioner Wilson at 4:03 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: Daniel Salas mentioned he was happy to attend the meeting and has been spreading the word to other classified staff about the Personnel Commission meetings and urging them to attend.
5. Commissioner Comments: Commissioner Boyer stated he attended the ribbon cutting of the new building and Commissioner Wilson said she appreciated that old Board Members were invited. She, unfortunately, was unable to attend due to celebrating her 60th wedding anniversary.
6. Approval of the Minutes of the August 10, 2022, Regular Meeting:
MSC Baldwin – Yes / Boyer – Yes - Wilson – Yes. Vote 3-0.
7. Personnel Director's Report and Review of Open Job Postings: There have been several new hires in the Instructional Assistant- Early Childhood Education classification due to the change in teacher to student ratio. The District has also hired several Student Supervision Assistants for many of the school sites. The High School has hired a handful of Instructional Assistants- Math & Science. Rossmoor and Hopkinson have hired new Instructional Assistants- Physical Education to fill their vacancies. Commissioner Boyer asked about the Preschool program enrollment numbers. Dr. Fraser stated that there has been an increase in students and that it is funded by the State.

Dr. Fraser mentioned that the District has 3 IT positions currently being recruited for and that there is a Receptionist position opening on Monday 9/19. Dr. Fraser discussed the restructuring of the Human Resources Department to help add more support.

Dr. Fraser talked about the IBB Training that is upcoming that Certificated, Classified and Management staff attend. Commissioner Wilson asked if the facilitator is the same as in the past, which Dr. Fraser confirmed.

At the September 20th Board Meeting, the Board will announce Commissioner Boyer's intent to be reappointed and then the public hearing will take place at the October 11th Board Meeting. The Oath of Office and Election will take place at the December 7th PC meeting.

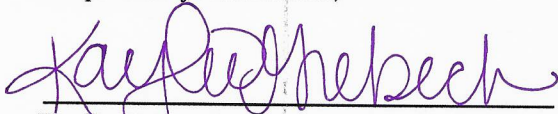
CONSENT

- 8.a. Ratification of the Bus Driver Eligibility List.
MSC Boyer – Yes / Wilson – Yes – Baldwin – Yes. Vote 3-0.
- 8.b. Ratification of the Food Service Assistant I Eligibility List.
MSC Boyer – Yes / Wilson – Yes – Baldwin – Yes. Vote 3-0.
- 8.c. Ratification of the Instructional Assistant- Math & Science Eligibility List.
MSC Boyer – Yes / Wilson – Yes – Baldwin – Yes. Vote 3-0.
- 8.d. Ratification of the Instructional Assistant- Physical Education Eligibility List.
MSC Boyer – Yes / Wilson – Yes – Baldwin – Yes. Vote 3-0.
- 8.e. Ratification of the Student Supervision Assistant Eligibility List.
MSC Boyer – Yes / Wilson – Yes – Baldwin – Yes. Vote 3-0.
- 8.f. Ratification of the Campus Supervisor Eligibility List.
MSC Boyer – Yes / Wilson – Yes – Baldwin – Yes. Vote 3-0.
- 8.g. Ratification of the Licensed Vocational Nurse Eligibility List.
MSC Boyer – Yes / Wilson – Yes – Baldwin – Yes. Vote 3-0.

ACTION

- 9. Approval of the revised job title for Delivery Driver to Delivery Driver/Warehouse Assistant.
MSC Baldwin – Yes / Wilson – Yes – Boyer – Yes. Vote 3-0.
Discussion: Dr. Fraser clarified that the change is to broaden the job title to have help available for both the Warehouse and the Food Services driver.
- 10. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
- 11. Open Session: Report of Closed Session Action, if any: No Action Taken.
- 12. Adjournment: Commissioner Baldwin adjourned the meeting at 4:48 p.m.

Respectfully submitted,


Kaylie Grebeck

09/14/2022