

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
February 1, 2023

1. The meeting was called to order by Commissioner Boyer at 4:02 PM.
2. Classified Employee Daniel Salas led the Pledge of Allegiance.

3. Commissioners Present
Kimberly Baldwin
Virginia Wilson
David Boyer
- Staff Present
Joe Fraser
Kaylie Grebeck

4. Community/Staff Participation in Open Session and Non-Agenda Items: Cathie Severin announced that CSEA voted on contracts and the vote was a landslide of "yes". Commissioner Wilson asked what the amount approved was and Cathie clarified that there was an 8% retro approved for the 2022-2023 school year and an additional 3% approved for the 2023-2024 school year, which is an overall 11% increase. Dr. Fraser clarified that there was no change to Health & Welfare.

Daniel Salas inquired about how the panel interview raters were selected. Kaylie Grebeck explained that if the District is able to secure outside raters from other districts they will, but otherwise if unsuccessful, we will use raters from within Los Alamitos USD.

5. Commissioner Comments: Commissioner Wilson was thankful for the approval of the CSPCA Annual Conference as she enjoyed it and was curious how to go about sharing what we all learned at the conference. Commissioners agreed that we would schedule a workshop to share our findings. The Commissioners each discussed briefly their favorite session they attended and the biggest takeaway that came from it.

Commissioner Baldwin announced that LAEF had begun their fundraising and that they will be having a Gala on Friday, which will be honoring special people within the District.

Commissioner Boyer stated that he thought the CSPCA Annual Conference was well worth it and was curious about who will replace the retirees in leadership, referencing Daniel Salas and Cathie Severin. Daniel Salas agreed and mentioned that CSEA talks about the same thing and that it's important to try to encourage younger employees to learn and participate more. Commissioner Boyer also mentioned that one of his goals is to review the Personnel Commission's Rules & Regulations. He understands that this project would not happen overnight and would be something that would be examined in pieces.

6. Approval of the Minutes of the January 11, 2023, 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 Todd Bristow, Bus Driver; Dena Shelton, Instructional Assistant- Media & Technology; Ana Figueroa, promoted to Business Services Specialist.

The Classified Personnel Department is currently working on the following recruitments: Accounting Assistant II, Payroll Technician II, EDCC Assistant, Instructional Assistant-Special Education, Food Service Assistant III, Head Custodian, Clerical Assistant II, Speech Language Pathology Assistant and Student Supervision Assistant.

Dr. Joe Fraser reminded the Commissioners that Classified Employee of the Year, Mai Gilbert, will be recognized at the February 7th Board Meeting and that they are invited to attend. He mentioned that Kaylie Grebeck will continue to send reminders to the Commissioners before each recognition ceremony for all of the Employees of the Year.

Dr. Fraser mentioned that at the next PC Meeting we will discuss grant money that is available for CTE paid through for the California Community Colleges for a full time Classified position called the K16 Key Personnel, where they will basically be helping out with CTE in the intern classes that we have. Details regarding the position are in progress, but will be further discussed at the next PC Meeting.

The next PC meeting will be March 8, 2023 in the Board Conference Room.

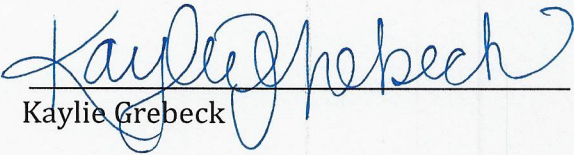
CONSENT

- 8.a. Ratification of the Food Service Assistant III Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0
- 8.b. Ratification of the Head Custodian Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0
- 8.c. Ratification of the Extended Day Care Center Assistant Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0
- 8.d. Ratification of the Instructional Assistant- Early Childhood Education Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0
- 8.e. Ratification of the Business Services Specialist Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0
- 8.f. Ratification of the Speech Language Pathology Assistant Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0
- 8.g. Ratification of the Instructional Assistant- Special Education Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0
- 8.h. Ratification of the Clerical Assistant II Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0
- 8.i. Ratification of the Licensed Vocational Nurse Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0

ACTION

9. Approval of Director's recommendation to recommend to the Board that the salary range of Instructional Assistant-Accompanist be reallocated from Salary Range 37 to Salary Range 78 on the Classified Salary Schedule.
After discussing hourly rate comparisons with nearby districts and evaluating the functions and duties that this position entails, it was decided to table this item for the next PC meeting. There, the Commissioners will continue to compare with other districts, explore the option of possibly changing the classification title and review what the classification title and salary range should be.
10. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
None.
11. Open Session: Report of Closed Session Action, if any: No Action Taken.
12. Adjournment: Commissioner Boyer adjourned the meeting at 5:45 p.m.

Respectfully submitted,


Kaylie Grebeck

2/1/2023