

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
March 8, 2023

1. The meeting was called to order by Commissioner Boyer at 4:06 PM.
2. Commissioner Baldwin 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: The Human Resources Department joined to help celebrate Commissioner Baldwin's birthday.
5. Commissioner Comments: Commissioner Baldwin shared that she has ideas for updating the Personnel Commission's Annual Report to positively recognize Classified employees.

Commissioner Boyer shared that he was able to attend the Board Meeting to see Classified Employee of the Year, Mai Gilbert, be recognized and also met her family. He also enjoyed attending the Show Choir and expressed how great it was to see our new Accompanist also meet Dr. Fraser's wife at the show.

The Commissioners discussed the next PC Meeting and the possibility of starting the meeting at an earlier time due to it being the first day of Passover.

6. Approval of the Minutes of the February 1, 2023, Regular Meeting:
Discussion: As revised
MSC Baldwin – Yes / Wilson – Yes / Boyer – 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 Victoria Fields, Payroll Technician II; Carlos Hernandez, Night Custodian at LAHS; Christian Castro, promoted to Head Custodian at LAHS; Kandis Aceves, promoted to Child Development Program Technician.

The Classified Personnel Department is currently working on the following recruitments: Campus Supervisor, Speech Language Pathology Assistant, Instructional Assistant-Special Education, Food Service Assistant III, LVN and Student Supervision Assistant.

Dr. Joe Fraser stated that Classified Employees of the Year, Jackie Solis and Karin Vizcaino, will be recognized at the April 4th Board Meeting. Classified Employee of the Year, Kevin Denis, and Classified Administrator of the Year, CJ Knowland, will be recognized at the April 25th Board

Meeting. Dr. Fraser reminded the Commissioners 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 hopefully have the completed job description for a new Classified position called K-16 Key Personnel and we will be able to discuss the purpose of the position.

The next PC meeting will be April 5, 2023 in the Board Conference Room.

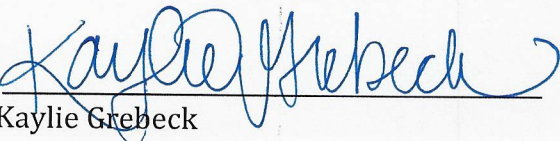
CONSENT

- 8.a. Ratification of the Payroll Technician II Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0
- 8.b. Ratification of the Food Service Assistant I Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0
- 8.c. Ratification of the Extended Day Care Center Assistant Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0
- 8.d. Ratification of the Accounting Assistant II Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0
- 8.e. Ratification of the Child Development Program Technician Eligibility List.
MSC Wilson – Yes / Baldwin – Yes – Boyer – 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.
Discussion: Commissioner Wilson requested additional clarification on the process for approvals such as reclassifications, salary reallocations and revisions. Dr. Fraser explained the steps that are taken and confirmed that the appropriate parties were aware of the request and permitted the request to be brought to the Personnel Commission.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0
- 10. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
Start: 4:39 p.m.
End: 5:12 p.m.
- 11. Open Session: Report of Closed Session Action, if any: No Action Taken.
- 12. Adjournment: Commissioner Boyer adjourned the meeting at 5:12 p.m.

Respectfully submitted,


Kaylie Grebeck

3/8/2023