

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
April 5, 2023

1. The meeting was called to order by Commissioner Boyer at 3:35 PM.
2. Commissioner Baldwin led the Pledge of Allegiance.
3.

<u>Commissioners Present</u>	<u>Staff Present</u>
Kimberly Baldwin	Joe Fraser
David Boyer	Kaylie Grebeck
4. Community/Staff Participation in Open Session and Non-Agenda Items: None.
5. Commissioner Comments: Commissioner Baldwin requested an organizational chart for administrators that shows whether they are Certificated and Classified. Kaylie Grebeck confirmed that she will email that chart before the next PC Meeting.
6. Approval of the Minutes of the March 8, 2023, Regular Meeting:
MSC Baldwin – Yes / Boyer – Yes / Vote 2-0.
7. Personnel Director's Report and Review of Open Job Postings: Dr. Fraser provided an update on all recent hires including Christina Espinoza, Accounting Assistant II; Merwin Trinidad, LVN at McGaugh; Clarissa Gardner, LVN at Hopkinson; Trisha Oberacker, promoted to Clerical Assistant II at the District Office; Connie Bambadji, Campus Supervisor at LAHS; Ian Carbonetta-Mead, SLPA at McAuliffe.

The Classified Personnel Department is currently working on the following recruitments: Food Service Assistant III, EDCC Assistant, Bus Driver and Student Supervision Assistant.

Dr. Joe Fraser stated that Karin Vizcaino, was named a 2023 Orange County Classified Employee of the Year by the Orange County Department of Ed. He also stated that CJ Knowland, Director of Facilities, Maintenance, Operations & Transportation, was selected as a 2023 Orange County Central Office Administrator of the Year by the Association of California School Administrators (ACSA).

CJ Knowland will be recognized as Classified Administrator of the Year, at the April 25th Board Meeting along with Kevin Denis, Classified Supervisor of the Year. Dr. Fraser reminded the Commissioners that they are invited to attend.

Dr. Fraser announced that the 2023 Retirement Recognition Ceremony will take place on May 18th and the New Employee Luncheon is scheduled for July 26th. The next PC meeting will be April 5, 2023 in the Board Conference Room.

Dr. Fraser also announced that he will not be returning to this role next year. He shared what an honor it's been serving the District and working with the PC. Dr. Fraser stated that the job posting for his replacement will go live on Friday, April 7th and that the PC Chair and Vice-Chair will be contacted to participate in the panel interviews.

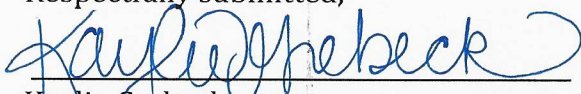
CONSENT

- 8.a. Ratification of the Licensed Vocational Nurse Eligibility List.
MSC Boyer – Yes / Baldwin – Yes. Vote 2-0
- 8.b. Ratification of the Student Supervision Assistant Eligibility List.
MSC Boyer – Yes / Baldwin – Yes. Vote 2-0
- 8.c. Ratification of the Extended Day Care Center Assistant Eligibility List.
MSC Boyer – Yes / Baldwin – Yes. Vote 2-0
- 8.d. Ratification of the Instructional Assistant Special Education Eligibility List.
MSC Boyer – Yes / Baldwin – Yes. Vote 2-0
- 8.e. Ratification of the Campus Supervisor Eligibility List.
MSC Boyer – Yes / Baldwin – Yes. Vote 2-0
- 8.f. Ratification of the Speech Language Pathology Assistant Eligibility List.
MSC Boyer – Yes / Baldwin – Yes. Vote 2-0

ACTION

- 9. Approval of revised job description for Speech Language Pathology Assistant.
Discussion: Commissioner Boyer asked if current SLPA's have licenses and will need to be audited. Dr. Fraser clarified that the current SLPA's all have active licenses.
MSC Boyer – Yes / Baldwin – Yes. Vote 2-0
- 10. Approval of new Classified job classification and job description for K-16 Key Personnel.
Discussion: Commissioner Baldwin requested for the title "K-16" to consistently include the hyphen in the name throughout the job description. Commissioner Baldwin also stated that she fully supports the classification and movement.
MSC Boyer – Yes / Baldwin – Yes. Vote 2-0
- 11. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957): None.
- 12. Open Session: Report of Closed Session Action, if any: No Action Taken.
- 13. Adjournment: Commissioner Boyer adjourned the meeting at 3:54 pm.

Respectfully submitted,


Kaylie Grebeck

4/5/2023