

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 9, 2023

1. The meeting was called to order by Commissioner Boyer at 4:00 PM.
2. Cathie Severin led the Pledge of Allegiance.
3. Commissioners Present
Kimberly Baldwin
Virginia Wilson
David Boyer
Staff Present
Ryan Weiss-Wright
Kaylie Grebeck
4. Community/Staff Participation in Open Session and Non-Agenda Items:
Cathie Severin shared that the Welcome Back Breakfast would be taking place on Friday and she is excited to attend.
5. Commissioner Comments: Commissioner Wilson shared that she attended the New Employee Luncheon with her husband and grandson and enjoyed it. She wanted to commend Commissioner Baldwin for sitting with a new hire and getting to know her. Commissioner Baldwin shared that she, of course, was also at the New Hire Luncheon and always enjoys attending as they feel like a Pep Rally. She thought the bus tour was neat to show all of the new hires all of the schools in the district. Commissioner Boyer unfortunately was unable to attend the New Hire Luncheon, but is a huge supporter of the event and loves that the District puts it on each year. He inquired about the District's enrollment numbers. Dr. Weiss-Wright shared that the District is up in projections, but down overall. Commissioner Boyer asked for a breakdown of residents and transfers in the District and Dr. Weiss-Wright confirmed that he would have that information before the next PC meeting.
6. Approval of the Minutes of the July 12, 2023, Regular Meeting:
MSC Wilson – Yes / Baldwin – Yes - Boyer – Yes. Vote 3-0.
7. Personnel Director's Report and Review of Open Job Postings: Dr. Weiss-Wright shared that there have been several recent new hires in the following classifications: Food Service Assistant I, Attendance Clerk, Bus Drivers, IA Media & Technology, IA Math & Science, Campus Supervisor, IA Special Education and EDCC Assistant.

The Classified Personnel Department is currently working on the following recruitments: EDCC Assistant, Lead Instructional Assistant-Behavior Intervention, Head Custodian @ Oak, Clerical Assistant II @ CDC & McAuliffe, and Student Supervision Assistant.

Dr. Weiss-Wright shared that our Public Communications Information Officer, Nichole Pichardo, has been helping with promoting job openings such as Certificated Subs and Food Services Assistant and Student Supervision Assistant by sending out a message to the community through ParentSquare.

Commissioner Baldwin's appointment as Joint Appointee ends on December 1, 2023. Dr. Weiss-Wright shared the next steps in the reappointment process: The Public Hearing to Reappoint will take place at the September 6th PC Meeting and the Oath of Office and Election will take place at the December 6th PC Meeting.

Dr. Weiss-Wright provided the Personnel Commission with some information to follow up on questions posed at the last PC meeting. In regards to there being a Food Service Assistant I & III, but not a Food Service Assistant II – the "I" classification refers to assistants working at the elementary school level and the "III" classification refers to assistants working at the middle school and high school level. The "II" was intentionally left out and a space was left to give the District the option to add that classification level in the future if necessary. Also, in regards to whether or not the District offers in-service training for Food Service employees, the answer is yes! The Food Service Department has an all-staff meeting prior to the beginning of each school year and they also have trainings scheduled on the Staff Development Days during the school year.

Dr. Weiss-Wright announced that there will be a ribbon cutting ceremony for the new Zen Garden on Tuesday, September 5th. He will send out a formal invitation to the Personnel Commission soon.

The next PC meeting will be on September 6th in the Board Conference Room.

8. Discussion of the California Bill AB 1699: Commissioner Baldwin announced that there is not much to report. The presentation that took place earlier in the week was supposed to be circulated and has not been. It was discussed that it's uncertain if Merit Districts will be exempt from this Bill, but the committee will try.
9. Commissioner Baldwin announced her intent to reappoint. The public hearing of reappointment will be held at the September 6th PC Meeting. The oath of office and election will be on the December 6th PC Meeting.
10. Discussion of the 2023 Personnel Commission Meeting Schedule: Commissioners requested that the March date be pushed to the following week on March 13th due to the CSPCA Annual Conference. There was also a correction made to the September PC Meeting date as it was typed incorrectly and should be September 4th.

CONSENT

- 11.a. Ratification of the Instructional Assistant- Media Center & Technology Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.
- 11.b. Ratification of the Instructional Assistant- Math & Science Eligibility List.

MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

11.c. Ratification of the Food Service Assistant III Eligibility List.

MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

11.d. Ratification of the Bus Driver Eligibility List.

MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

11.e. Ratification of the Extended Day Care Center Assistant Eligibility List.

MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

11.f. Ratification of the Campus Supervisor Eligibility List.

MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

11.g. Ratification of the Attendance Clerk Eligibility List.

MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

11.h. Ratification of the Speech Language Pathology Assistant Eligibility List.

MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

ACTION

12. Approval of the revised job description for Food Service Assistant I.

Discussion: Commissioner Baldwin thanked Dr. Weiss-Wright and Kaylie Grebeck for looking into the history of the Food Services classifications.

MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

13. Approval of the revised job description for Food Service Assistant II.

MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0.

14. Approval of the 2022 - 2023 Annual Report of the Personnel Commission.

Discussion: Commissioner Baldwin noted that the Commissioners' titles were incorrect


MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0 as amended.

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 4:57 p.m.

Respectfully submitted,



Kaylie Grebeck

08/9/2023