

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  
December 6, 2023

1. The meeting was called to order by Commissioner Boyer at 4:08 PM.
2. Commissioner Baldwin led the Pledge of Allegiance.
3. Commissioners Present  
David Boyer  
Virginia Wilson  
Kimberly Baldwin
- Staff Present  
Ryan Weiss-Wright  
Kaylie Grebeck
4. Oath of Office- Commissioner Kimberly Baldwin  
David Boyer, Personnel Commissioner, presented the Oath of Allegiance.
5. Election of Personnel Commissioners Officers: Chairperson and Vice-Chairperson.  
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.  
Discussion: Kimberly Baldwin was elected Chairperson and Virginia Wilson was elected Vice-Chairperson.
6. Community/Staff Participation in Open Session and Non-Agenda Items: None.
7. Commissioner Comments: Commissioner Wilson shared that she attended the Los Alamitos Choir show with her grandchildren and thoroughly enjoyed it. Commissioners Baldwin and Boyer also attended the choir show and expressed how much they enjoyed it as well. Commissioner Baldwin shared that she is looking forward to attending the TK Burger food truck for Classified employees after Winter Break. Commissioner Boyer shared that he has been involved with the Chamber of Commerce to serve as a liaison between the city and the District.
8. Approval of the Minutes of the November 8, 2023, Regular Meeting:  
MSC Baldwin – Yes / Wilson – Yes, Boyer – Yes. Vote 3-0.
9. Personnel Director’s Report and Review of Open Job Postings: Dr. Weiss-Wright shared that there have been several IA Special Education new hires. Lindsay Adams was selected as Clerical Assistant III for the EDCC Program. Gladys Alfaro was selected as College & Career Guidance Technician at Los Alamitos High School. Rachel Marchese was promoted to Food Service Supervisor at McAuliffe Middle School. The following recruitments are currently in progress: Food Service Assistant I, SLPA, Food Service Assistant- Satellite Cafeteria, IA- Special Education and Student Supervision Assistant.

Dr. Weiss-Wright shared that classified negotiations will most likely be wrapping up. The discussed Staff Development days. He also mentioned that there will be an increase in substitute hourly rates effective 1/1/2024. He also reminded the Personnel Commission of the Holiday Party on 12/13 as well as the TK Burger Food Truck for Classified Employees on 1/4.

Dr. Weiss-Wright mentioned that he attended the CSEA chapter meeting where they discussed the job description process as well as vacation accrual. He also mentioned that our current CSEA representative is being reassigned and that we will have a new rep coming in the Spring. Dr. Weiss-Wright also started a mini-series of professional development for the District Supervisors, where he focuses on leadership styles and techniques as well as setting a purpose for teams.

The next PC meeting will be on January 10<sup>th</sup> in the Board Conference Room.

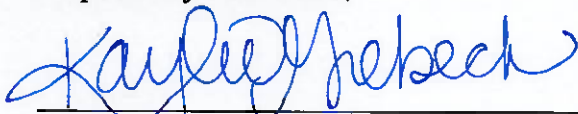
## CONSENT

- 10.a. Ratification of the Clerical Assistant III Eligibility List.  
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0
- 10.b. Ratification of the College & Career Guidance Technician Eligibility List.  
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0
- 10.c. Ratification of the Food Service Assistant I Eligibility List.  
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0
- 10.d. Ratification of the Instructional Assistant- Special Education Eligibility List.  
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0
- 10.e. Ratification of the Food Service Supervisor Eligibility List.  
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0

## ACTION

- 11. First Reading and Approval of changes to Rule 60.200.4 Changes in Assigned Time (45137).  
Discussion: Dr. Weiss-Wright clarified that this is to help more closely align with Ed Code.  
No action taken. Will approve at the next PC meeting.
- 12. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
- 13. Open Session: Report of Closed Session Action, if any: No Action Taken.
- 14. Adjournment: Commissioner Boyer adjourned the meeting at 4:39 p.m.

Respectfully submitted,

  
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Kaylie Grebeck

12/06/2023