

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 8, 2024

1. The meeting was called to order by Commissioner Baldwin at 4:06 PM.
2. Kaylie Knowland led the Pledge of Allegiance.
3. Commissioners Present  
Kimberly Baldwin  
Virginia Wilson  
David Boyer  
Staff Present  
Ryan Weiss-Wright  
Kaylie Knowland
4. Community/Staff Participation in Open Session and Non-Agenda Items: Cathie Severin shared that CSEA voted on the new contract, which has been ratified. Dr. Weiss-Wright confirmed what the ratifications were and that the tentative agreement will be approved at the Board Meeting on Tuesday.
5. Commissioner Comments: Commissioner Boyer shared that he attended the Chamber breakfast and that an HR consultant came to speak, which he found informative. He will also be attending the High School's show choir on Friday. Commissioner Baldwin shared that she attended the LAEF Gala and had a great time.
6. Approval of the Minutes of the January 10, 2024, Regular Meeting:  
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
7. Personnel Director's Report and Review of Open Job Postings: Dr. Weiss-Wright provided an update on all recent hires in the classifications IA- Special Education, Food Service Assistant and Student Supervision Assistant.

The Classified Personnel Department is currently working on the following recruitments: Campus Supervisor at several sites, Head Custodian, Director of Information Technology, SLPA, Bus Driver and Student Supervision Assistant.

Dr. Weiss-Wright reminded the Commissioners that Classified Employee of the Year, Karen Ganser, will be recognized at the February 13<sup>th</sup> Board Meeting and that they are invited to attend. He mentioned that Kaylie Knowland will continue to send reminders to the Commissioners before each recognition ceremony for all of the Employees of the Year.

Dr. Weiss-Wright also reminded the Commissioners that the CSPCA Annual Conference will be March 3<sup>rd</sup> – 5<sup>th</sup> in Monterey and provided details regarding reimbursements. The next PC meeting will be March 14, 2024 in the Board Conference Room.

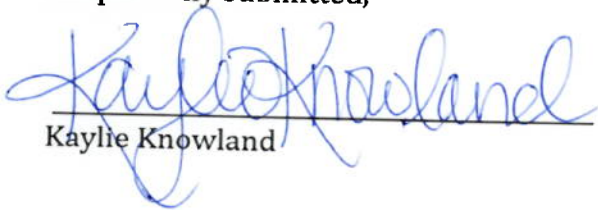
## CONSENT

- 8.a. Ratification of the Speech & Language Pathology Assistant Eligibility List.  
MSC Wilson – Yes / Boyer – Yes – Baldwin – Yes. Vote 3-0
- 8.b. Ratification of the Food Service Assistant – Satellite Cafeteria Eligibility List.  
MSC Wilson – Yes / Boyer – Yes – Baldwin – Yes. Vote 3-0
- 8.c. Ratification of the Bus Driver Eligibility List.  
MSC Wilson – Yes / Boyer – Yes – Baldwin – Yes. Vote 3-0

## ACTION

9. Approval of revised job description for Director of Information Technology.  
MSC Wilson – Yes / Boyer – Yes – Baldwin – Yes. Vote 3-0  
Discussion: Commissioner Baldwin asked if the salary is the same, which Dr. Weiss-Wright confirmed it was. Commissioners Wilson and Boyer also asked about the education requirements and the knowledge/experience in cyber security. Dr. Weiss-Wright noted that when updating the job description, we compared with other Districts and that cyber security is a huge component of this job. Dr. Weiss-Wright also discussed the recruitment process.
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 Baldwin adjourned the meeting at 4:55 p.m.

Respectfully submitted,

  
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Kaylie Knowland

2/8/2024