

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  
May 1, 2024

1. The meeting was called to order by Commissioner Baldwin at 4:05pm.
2. Cathie Severin led the Pledge of Allegiance.
3. Commissioners Present  
Kimberly Baldwin  
Virginia Wilson  
Staff Present  
Ryan Weiss-Wright  
Erika Guerrero
4. Community/Staff Participation in Open Session and Non-Agenda Items: Cathie Severin inquired about summer school and when notification of assignments would be sent out. Dr. Weiss-Wright confirmed that the department is finalizing the assignments and notifications should begin in June. Cathie Severin also introduced Louis Truxton, the new CSEA Labor Relations Representative assigned to Los Alamitos USD. He stated that Elliot Keegan will still be assisting in ongoing projects, but he is excited to learn the new procedures for the district.
5. Commissioner Comments: Commissioner Baldwin was awarded her 10-year longevity pin. Although she was unable to attend the ceremony, she stated that she has thoroughly enjoyed her 10 years with the district and is happy to continue serving the community. Commissioner Wilson commended Commissioner Baldwin on her time with the district and was grateful to her for contributing her 10 years of knowledge and experience to the personnel commission.
6. Approval of the Minutes of the April 9, 2024, Regular Meeting:  
MSC Wilson – Yes / Baldwin – Yes /Vote 2-0
7. Personnel Director’s Report and Review of Open Job Postings: Dr. Weiss-Wright informed the commissioners that the IA settlements were underway, and the first round of payments would be on the May 10, 2024, paycheck. There have been delays due to the process of verifying hours and clarifying discrepancies. The next set of settlements for summer school is currently under review and payments should be starting on the June 10, 2024, paycheck.

The Classified Personnel Department is currently working on Prop 28 funded job recruitments in the Arts; including finalizing the number of instructional assistants per site. Commissioner Wilson asked about the art programs at LAHS and inquired whether one of the postings focused on specific medians. Dr. Weiss-Wright informed the Commissioners that the Visual Arts Lab

Technician would require knowledge on a diverse array of art medians. He further explained that 80% of prop funding would be going towards hiring new positions. Commissioner Baldwin asked if there would be an explanation on the district website discussing the connection between the Prop 28 funds and new job postings. Dr. Weiss- Wright confirmed that a presentation was provided at the Board Member Workshop for May. Commissioner Wilson asked about the second gym construction taking place at the high school. Dr. Weiss-Wright informed the Commissioners that the anticipated completion date is Fall of 2026.

Dr. Weiss-Wright reminded the Commissioners that the New Hire Luncheon will be taking place on July 24<sup>th</sup>. The next PC meeting will be June 5, 2024, in the Board Conference Room.

## ACTION

- 8-11. Approval of new Classified job classification and job description for Instructional Assistant- Marching Band & Percussion, Visual Arts Lab Technician, Visual Arts Gallery Assistant, Instructional Assistant- Instrumental Music.

MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.

Discussion: Commissioner Wilson commended Dr. Weiss-Wright for going to recruitment fairs and being proactive with the new Instructional Assistant recruitment process. Commissioner Baldwin agreed and suggested including it in a media posting or parent square notice. Dr. Weiss-Wright stated that the Classified Personnel Department is using their connection to various colleges to contact specific relevant department deans.

12. Approval of revised job description for- Theatre Production Supervisor.

MSC Baldwin – Yes / Wilson – Yes. Vote 2-0.

Discussion: Commissioner Baldwin asked if items 8 through 12 were all new postings. Dr. Weiss-Wright confirmed that they were all new with the exception of item 12, which is a revision. Commissioner Wilson asked if Theatre Production Supervisor is a full-time position. Dr. Weiss-Wright reviewed the revisions to the job description and confirmed that it is a full-time position.

13. Approval of renewal of membership in California School Personnel Commissioners Association (CSPCA) for the 2024-2025 school year at a cost of \$700.00.

MSC Wilson – Yes / Baldwin – Yes. Vote 2-0.

Discussion: Commissioner Baldwin commented on how much they all enjoyed the conferences and although there have been discussions about holding them over Zoom, she hopes that is not the case.

14. Approval of renewal of membership in Personnel Commissions Association of Southern California (PCASC) for the 2024-2025 school year at a cost of \$100.00.

MSC Wilson – Yes / Baldwin – Yes. Vote 2-0.

Discussion: Commissioner Baldwin stated that she will be among the nominees for the 2024-2026 PCASC Board of Directors and the link to vote will be shared at a later date.

15a. Presentation of Proposed 2024-2025 Personnel Commission Budget

Discussion: Dr. Weiss-Wright noted several differences in the budget compared to last year's; specifically, an increase in the conference budget due to the expense of the 2024 conference and a decrease in the Director's salary and healthcare cost due to a lower pay rate compared to the previous director. Commissioner Wilson asked about budget cuts taking place in the district and how it compares to other districts. Dr. Weiss-Wright explained that all districts have been affected by a decrease in state funding and the district is working to avoid the mass lay-offs taking place in other districts.

15.b. Public Hearing on Proposed 2024 - 2025 Personnel Commission Budget

Discussion: None.

15.c. Adoption of the 2024 - 2025 Personnel Commission Budget

MSC Wilson - Yes / Baldwin - Yes. Vote 2-0.

16. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)

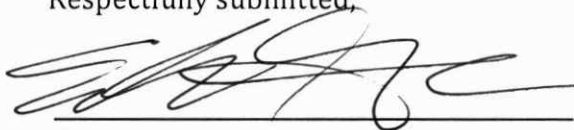
None.

17. Open Session: Report of Closed Session Action, if any:

No Action Taken.

18. Adjournment: Commissioner Baldwin adjourned the meeting at 4:49 pm.

Respectfully submitted,



06/05/2024

Erika Guerrero