

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
June 5, 2024

1. The meeting was called to order by Commissioner Baldwin at 4:04 pm.
2. Erika Guerrero led the Pledge of Allegiance.
3. Commissioners Present
Kimberly Baldwin
Virginia Wilson
David Boyer (4:08 pm)
- Staff Present
Ryan Weiss-Wright
Erika Guerrero
4. Community/Staff Participation in Open Session and Non-Agenda Items: Cathie Severin offered her congratulations to all of the graduating seniors and stated that she enjoyed participating in the end of the year festivities for the seniors in the special education department.
5. Commissioner Comments: Commissioner Boyer shared that he attended a performance by the LAHS Show Choir which he stated was very enjoyable. Commissioner Boyer also shared that he would be attending the PCASC dinner scheduled for June 10th and wanted to make sure that the other commissioners had the opportunity to register. Lastly, he said that he had the opportunity to visit the district's auxiliary office and meet with the Director of Facilities, Maintenance, Operations and Transportation.

Commissioner Wilson commended Commissioner Baldwin for her involvement in both the district and at the PCASC level. She shared that she was excited to see Commissioner Baldwin's name among those selected for Board of Directors and is looking forward to her future involvement.

Commissioner Baldwin shared that she attended the retirement ceremony which was a lovely experience. She stated that she was surprised by the number of retirees the district has this year.
6. Discussion of 2024 Annual CSPCA Conference: The Commissioners wanted to review questions that they had following their participation in the CSPCA Conference that took place in January. Commissioner Baldwin stated that the Personnel Commission has shared interest with the board and is requesting an annual briefing of new laws that have gone into effect for classified personnel. This would include any education code changes or assembly bills that pass. Dr. Weiss-Wright informed the commissioners that he could provide any pertinent information that he receives from legal council provided from meetings he attends at the county level. Commissioner Wilson asked CSEA Representative, Louis Truxton, if the union has a legislative group that updates classified personnel of new laws. Louis Truxton responded that as a chapter they do not, but CSEA

as a statewide association does have legal counsel that focuses on this matter. Commissioner Boyer expressed his concern regarding laws being passed and implemented before employees have a chance to be informed. Louis Truxton stated that CSEA has a Political Action Committee that is involved in lobbying and receiving regular updates to convey to staff members. Commissioner Baldwin provided an update regarding the Brown Act as it pertains to the discussion of conferences and what is acceptable to communicate among the commissioners. Commissioner Baldwin inquired about the district's policy regarding job interest codes and wanted to know the process for current employees who were interested in other classifications. Dr. Weiss-Wright stated that there is a Transfer Request Form that can be completed by current employees interested in a change within their current classification. Commissioner Baldwin proceeded to inquire about the recruitment process from initiation of the job posting to the end selection process. Dr. Weiss-Wright explained the various resources that are used to allow the selection process to be fair and inclusive of current employees. Commissioner Boyer also shared a few of the questions that he had following the conference and wanted to be proactive about setting goals and objectives for the 24/25 school year. In conclusion, the Commissioners reiterated that it is of utmost importance to follow the rules and regulations in place for the Personnel Commission and want to ensure that the district complies. All in attendance agreed that the conference was very informative and it would be beneficial for the Personnel Commission to put this knowledge into practice.

7. Approval of the Minutes of the May 1, 2024, Regular Meeting:
MSC Wilson- Yes / Boyer - Yes / Baldwin - Yes. Vote 3-0
8. Personnel Director's Report and Review of Open Job Postings: Dr. Weiss-Wright provided an update on all recent hires in the classifications of IA- Early Childhood Education and IA- Special Education.

The Classified Personnel Department is currently working on the following recruitments: Instructional Assistant- Dance/Choreography, Instructional Assistant - Drama/Theatre, Instructional Assistant -Visual Arts, Visual Arts Gallery Assistant, and Skilled Maintenance Worker-HVAC. Dr. Weiss-Wright explained that recruitments have been delayed due to panel rater availability. He is hopeful that with the school year wrapped up, these recruitments can be completed by the time the 24/25 school year starts.

Dr. Weiss-Wright confirmed that they will all be attending the PCASC dinner on Monday, June 10th. He wanted to remind the commissioners that the New Employee Luncheon will be taking place on July 24th. Dr. Weiss-Wright stated that he attended the graduation ceremony at Dignity Health Sports Center and it was a nice evening and overall exciting event. The next PC meeting will be July 10, 2024 in the Board Conference Room.

CONSENT

- 9.a. Ratification of the Clerical Assistant II Eligibility List.
MSC Wilson - Yes / Boyer - Yes / Baldwin - Yes. Vote 3-0.
- 9.b. Ratification of the Food Service Assistant III Eligibility List.
MSC Wilson - Yes / Boyer - Yes / Baldwin - Yes. Vote 3-0.

- 9.c. Ratification of the IA- Early Childhood Education Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 9.d. Ratification of the IA- English Learner Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 9.e. Ratification of the Theatre Production Supervisor Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.

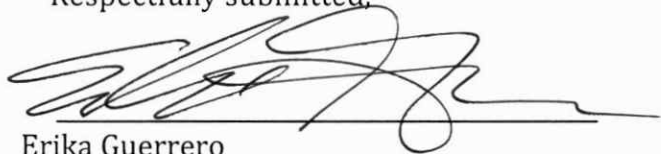
ACTION

- 10. Approval of new Classified job classification and job description for Instructional Assistant-General Music.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Commissioner Boyer asked for clarification regarding where the primary site will be for this position. Dr. Weiss-Wright explained that there is a general music teacher that will go to all the sites but one instructional aide per site.
- 11. Approval of new Classified job classification and job description for Nutrition Operations Manager
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Commissioner Wilson asked where this position would be in the chain of command for the food service department and why is there a need for this new role. Dr. Weiss-Wright explained that the position would be under the Director of Food Services and it is necessary to provide support especially when there has been limited staff availability. Commissioner Boyer inquired if this role would be considered a dietitian and if so, does the posting include the required credentials. Dr. Weiss-Wright explained that this new classification does not overlap with the subjects that would fall under the Director's role, including certification as a dietitian. Lastly, Dr. Weiss-Wright clarified that the funding for this position would be coming from the Food Services budget and not the general funding.
- 12. Approval of new Classified job classification and job description for Pool Maintenance Worker.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Commissioner Boyer asked if it was necessary to have a full-time employee to maintain the high school pool. Dr. Weiss-Wright explained that in the past a general custodian was in charge of maintenance for the pool but it required that they have additional training provided by the district. Now, in lieu of training a custodian this position asks that the candidate come in with training and experience in pool maintenance and also be able to do general custodial work.
- 13. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
Evaluation provided to employee #7700005765.
Start: 4:42pm
End: 4:47pm

14. Open Session: Report of Closed Session Action, if any:
No Action Taken.

15. Adjournment: Commissioner Baldwin adjourned the meeting at 5:20pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Erika Guerrero', written over a horizontal line.

07/10/2024

Erika Guerrero