

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
November 6, 2024

1. The meeting was called to order by Commissioner Baldwin at 4:02 PM.
2. Commissioner Wilson 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 there have been more Special Education IA's hired at the high school, which has made things go more smoothly. CSEA Representative, Louis Truxton, shared that they recently had a positive negotiation session and are making progress.
5. Commissioner Comments: Commissioner Wilson inquired about the 2025 CSPCA Annual Conference and who would be attending. She also shared that she attended the State of the District and enjoyed the presentation. Commissioner Boyer also went to the State of the District and was able to meet the new Orange County Superintendent. He also shared that he was out of town and unable to sign the steel beam that was being installed in the new gym at the high school. Commissioner Baldwin shared that she was able to sign the steel beam at the high school. She also had several clarifying questions regarding the job description updates, which Dr. Weiss-Wright confirmed that the formatting would be the same for all and that the process includes CSEA approval.
6. Approval of the Minutes of the October 2, 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 shared that Shawn Williams was selected as the new Maintenance Supervisor. He was promoted from Skilled Maintenance Worker – Carpentry. Vincent Cao was selected as the Food Service Supervisor at Oak Middle School. Dr. Weiss-Wright also shared that there have been several new Food Service Assistant III, Campus Supervisor and IA Special Education hires.

The Classified Personnel Department is currently working on the following recruitments: Skilled Maintenance Worker – HVAC, Payroll Technician II, LVN, Food Service Assistant I, IA General Music, Skilled Maintenance Worker – Carpentry, IA Early Childhood Education and Student Supervision Assistant.

Dr. Weiss-Wright shared that he recently held a Classified Management Training session in which they discussed core values and different leadership styles. He also announced that there will be 5 sessions this year for Classified Aspiring Leaders.

Dr. Weiss-Wright mentioned that Classified Negotiations took place on November 5th and that there will be a joint session with LAEA on November 14th.

Dr. Weiss-Wright also noted some upcoming events that the Commissioners are invited to attend: CSPCA Annual Conference (March 16-18, 2025), TK Burger Truck for Classified Employees (January 2, 2025) and the Retirement Ceremony (May 15, 2025). He also clarified that the Retirement Incentive was Board approved and if passed, a decision will be made in February.

Commissioner Wilson's appointment as the Classified Employee's Organization's Appointee ends on December 1, 2024. Dr. Weiss-Wright shared that at the December 4th PC Meeting, Commissioner Wilson's Oath of Office & Election will take place. The next PC meeting will be on December 4th in the Board Conference Room.

CONSENT

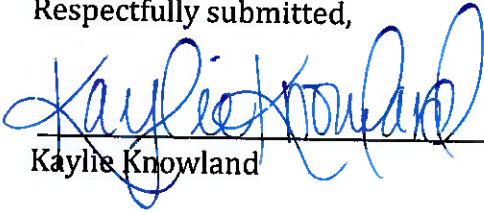
- 8.a. Ratification of the Instructional Assistant – Early Childhood Education Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 8.b. Ratification of the Instructional Assistant – Physical Education Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 8.c. Ratification of the Instructional Assistant – Vocal Music Show Choir Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 8.d. Ratification of the Extended Day Care Center Site Supervisor Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 8.e. Ratification of the Food Services Supervisor Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 8.f. Ratification of the Campus Supervisor Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 8.g. Ratification of the Skilled Maintenance Worker - HVAC Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 8.h. Ratification of the Payroll Technician II Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 8.i. Ratification of the Licensed Vocational Nurse Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 8.j. Ratification of the Extended Day Care Center Assistant Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
- 8.k. Ratification of the Student Supervision Assistant Eligibility List.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.

ACTION

9. Approval of revised job description for Administrative Assistant I.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
10. Approval of revised job description for Attendance Clerk.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections
11. Approval of revised job description for Clerical Assistant I.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections
12. Approval of revised job description for Clerical Assistant II.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections
13. Approval of revised job description for Clerical Assistant III.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections
14. Approval of revised job description for College & Career Guidance Technician.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections
15. Approval of revised job description for Counseling Assistant.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections
16. Approval of revised job description for Health Clerk.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections
17. Approval of revised job description for High School Secretary I.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections
18. Approval of revised job description for High School Secretary II.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections
19. Approval of revised job description for Human Resources Personnel Technician.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections
20. Approval of revised job description for School Office Coordinator.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections

21. Approval of revised job description for Student Records Clerk.
MSC Wilson – Yes / Boyer – Yes / Baldwin – Yes. Vote 3-0.
Discussion: Corrections
22. First Reading and Approval of changes to Rule 40.200.12 Seniority Credit – Promotional Examinations.
23. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
24. Open Session: Report of Closed Session Action, if any: No Action Taken.
25. Adjournment: Commissioner Baldwin adjourned the meeting at 5:19 p.m.

Respectfully submitted,



Kaylie Knowland

11/06/2024