

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 4, 2024

1. The meeting was called to order by Commissioner Baldwin at 4:07 PM.
2. Commissioner Baldwin led the Pledge of Allegiance.
3. Commissioners Present
David Boyer
Virginia Wilson
Kimberly Baldwin
- Staff Present
Ryan Weiss-Wright
Kaylie Knowland
4. Oath of Office- Commissioner Virginia Wilson
Kimberly Baldwin, Personnel Commissioner, presented the Oath of Allegiance.
5. Election of Personnel Commissioners Officers: Chairperson and Vice-Chairperson.
MSC Boyer – Yes / Baldwin – Yes / Wilson – Yes. Vote 3-0.
Discussion: Virginia Wilson was elected Chairperson and David Boyer was elected Vice-Chairperson.
6. Community/Staff Participation in Open Session and Non-Agenda Items: None.
7. Commissioner Comments: Commissioner Boyer shared that the Show Choir will be performing at the Chamber Breakfast, which he plans to attend and he will also be attending their holiday show at the high school. He also mentioned that there were building plans that have been approved, which could potentially add more students to the District. Commissioner Wilson asked if the new building units near Oak Middle School generated more enrollment. Dr. Weiss-Wright responded that there was not a significant increase.
8. Approval of the Minutes of the November 6, 2024, Regular Meeting:
MSC Boyer – Yes / Baldwin – Yes, Wilson – Yes. Vote 3-0.
9. Discussion of the 2024-2025 Personnel Commission Meeting Schedule: Dr. Weiss-Wright requested to reschedule the June meeting to the following week to avoid conflicts with Middle School promotions. The Commissioners also agreed to remove the July meeting.
10. Personnel Director's Report and Review of Open Job Postings: Dr. Weiss-Wright shared that there have been several Student Supervision Assistant new hires. Daniel Penland was selected as Payroll Technician II. Austin Matos was selected as Skilled Maintenance Worker-HVAC. The District also hired 2 new LVN's for the District Office and for McGaugh Elementary School. The following

recruitments are currently in progress: Skilled Maintenance Worker-Carpentry, Food Service Assistant I, Instructional Assistant-General Music, Custodian and Student Supervision Assistant.

Dr. Weiss-Wright shared that we continue to meet with several committees in each job classification series to update job descriptions. The next group of job descriptions to be updated is Fiscal and Technology. He also reminded the Personnel Commission of the Holiday Party on 12/13, the TK Burger Food Truck for Classified Employees on 1/2, the Retirement Ceremony on 5/14, as well as the CSPCA Annual Conference on 3/16-3/18.

Dr. Weiss-Wright also mentioned that the District is exploring different options for implementing a clock-in/clock-out system for part-time employees. We have met with 3 different vendors and will be analyzing the costs and features to decide whether or not the District will be able to move forward with implementation.

The next PC meeting will be on January 8th in the Board Conference Room.

CONSENT

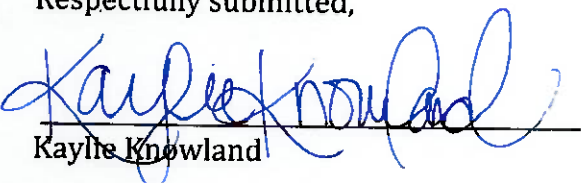
- 11.a. Ratification of the Instructional Assistant – General Music Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0
- 11.b. Ratification of the Skilled Maintenance Worker - Carpentry Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0
- 11.c. Ratification of the Food Service Assistant I Eligibility List.
MSC Baldwin – Yes / Boyer – Yes – Wilson – Yes. Vote 3-0

ACTION

- 12. Approval of revised job description for Athletic Facilities Manager.
Discussion: Tabled for next PC Meeting
- 13. Approval of revised job description for Athletic Equipment Attendant.
Discussion: Tabled for next PC Meeting
- 14. Approval of revised job description for Athletic Trainer.
Discussion: Tabled for next PC Meeting
- 15. Approval of revised job description for Building and Grounds Maintenance Worker.
Discussion: Tabled for next PC Meeting
- 16. Approval of revised job description for Custodian.
Discussion: Tabled for next PC Meeting
- 17. Approval of revised job description for Delivery Driver/Warehouse Assistant.
Discussion: Tabled for next PC Meeting

18. Approval of revised job description for Grounds Maintenance Worker I.
Discussion: Tabled for next PC Meeting
19. Approval of revised job description for Grounds Maintenance Worker II.
Discussion: Tabled for next PC Meeting
20. Approval of revised job description for Head Custodian.
Discussion: Tabled for next PC Meeting
21. Approval of revised job description for Painter.
Discussion: Tabled for next PC Meeting
22. Approval of revised job description for Skilled Maintenance Worker-Carpentry.
Discussion: Tabled for next PC Meeting
23. Approval of revised job description for Skilled Maintenance Worker-Electrical.
Discussion: Tabled for next PC Meeting
24. Approval of revised job description for Skilled Maintenance Worker-HVAC.
Discussion: Tabled for next PC Meeting
25. Approval of revised job description for Skilled Maintenance Worker-Plumbing.
Discussion: Tabled for next PC Meeting
26. Approval of revised job description for Theatre Production Technician.
Discussion: Tabled for next PC Meeting
27. Approval of revised job description for Warehouse Lead Person.
Discussion: Tabled for next PC Meeting
28. Second Reading and Approval of changes to Rule 40.200.12 Seniority Credit –Promotional Examinations.
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0
29. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
30. Open Session: Report of Closed Session Action, if any: No Action Taken.
31. Adjournment: Commissioner Wilson adjourned the meeting at 4:38 p.m.

Respectfully submitted,


Kaylie Knowland

12/04/2024