

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, 2019

1. The meeting was called to order by Commissioner Houghton at 4:03 p.m.
2. Commissioner Houghton led the Pledge of Allegiance.
3. Commissioners Present
Kimberly Baldwin
Milton Houghton
- Staff Present
Joe Fraser
Nicole Browning
4. Oath of Office – Commissioner Milton Houghton
5. Election of Personnel Commissioners Officers: Chairperson and Vice-Chairperson.
MSC Houghton – Yes / Baldwin – Yes. Vote 2-0.
Chairperson – Virginia Wilson
Vice-Chairperson – Kimberly Baldwin
6. Community/Staff Participation in Open Session and Non-Agenda Items: None.
7. Commissioner Comments: Commissioner Baldwin attended a few school board meetings and community outreach meetings on the trustee areas. Commissioner Houghton visited Edinburgh, Scotland with the NATO Military Association.
8. Approval of the Minutes of the November 6, 2019, Regular Meeting:
MSC Baldwin – Yes / Houghton – Yes. Vote 2-0.
9. Personnel Director’s Report and Review of Open Job Postings: Several new hires were made for Food Service Assistant III and Instructional Assistant – Special Education. An increase in hours was offered to several employees in the classifications of Food Service Assistant III and Instructional Assistant – Preschool. Several more substitute hires were made for Instructional Assistant – Special Education and Campus Supervisor. Student Supervision Assistant and Instructional Assistant - Preschool final interviews are scheduled for Friday, December 6th. The survey results for the Instructional Assistant - Special Education 28 hour positions are due Friday, December 6th. Extended Day Care Center Assistant panel interviews were held today and the final interviews are scheduled for Monday, December 9th. The Attendance Clerk posting closes on Monday, December 9th. The posting for Bus Driver substitutes is open and continuous.

The next session for LAEA and CSEA negotiations is scheduled for Tuesday, December 17th. The process continues to finalize the decision on the trustee area maps. The district office holiday

potluck is scheduled for Thursday, December 19th and the TK Burger Truck is scheduled for Friday, January 3rd.

CONSENT

- 10.a. Ratification of the Food Service Assistant III Eligibility List.
MSC Houghton – Yes / Baldwin – Yes. Vote 2-0.
- 10.b. Ratification of the Student Supervision Assistant Eligibility List.
MSC Houghton – Yes / Baldwin – Yes. Vote 2-0.

ACTION

- 11. Approval of the 2020 Personnel Commission Meeting Schedule
MSC Baldwin – Yes / Houghton – Yes. Vote 2-0.
- 12. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957). No.
- 13. Open Session: Report of Closed Session Action, if any: None.
- 14. Adjournment: Commissioner Houghton adjourned the meeting at 4:25 p.m.

Respectfully submitted,



Nicole Browning

12/4/2019