

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  
April 1, 2020

1. The meeting was called to order by Commissioner Wilson at 4:09 p.m.
2. Commissioner Houghton led the Pledge of Allegiance.
3. Commissioners Present  
Kimberly Baldwin  
Milton Houghton  
Virginia Wilson  
Staff Present  
Joe Fraser  
Nicole Browning
4. Community/Staff Participation in Open Session and Non-Agenda Items: None.
5. Commissioner Comments: Personnel Commissioners shared they are observing the stay at home orders and social distancing. Commissioner Baldwin acknowledged the school district's efforts to provide online distance learning. Hopkinson Elementary Principal and Teachers held a car parade for local students.
6. Approval of the Minutes of the March 11, 2020, Regular Meeting:  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
7. Personnel Director's Report and Review of Open Job Postings: Several hires were made for Instructional Assistant – Special Education and Instructional Assistant – Preschool. Recruitments for Administrative Assistant II, Student Supervision Assistant and IA – Preschool have been postponed until a further notice. Dr. Fraser looking into alternative recruiting methods in line with social distancing recommendations and the merit system.

Los Alamito USD updated school site closures until May 1, 2020. Continually working on protecting employees by evaluating which positions are essential and setting up rotational schedules and remote access. The Maintenance Department is focused on sanitizing the sites, the Food Services Department is serving grab and go lunches and the Extended Day Care Program is continuing to provide day care services. All regular employees are being paid for the remainder of the 2019-2020 school year. Employees that have not been asked to report to a work site are being sent online trainings to complete at home.

CONSENT

8.a. Ratification of the Food Service Assistant III Eligibility List.  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.

8.b. Ratification of the Instructional Assistant - Preschool Eligibility List.  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.

ACTION

9. Approval of the revised job description for Intensive Behavioral Instructional Assistant (IBI).  
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.

10. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957). None.

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

12. Adjournment: Commissioner Wilson adjourned the meeting at 4:15 p.m.

Respectfully submitted,

Nicole Browning  
Nicole Browning

4/1/2020