

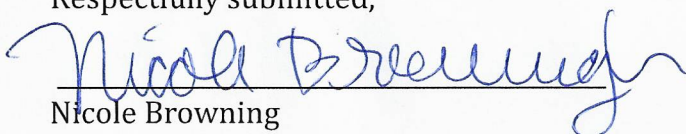
LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
10293 Bloomfield St.
Los Alamitos, California 90720

PERSONNEL COMMISSION
MINUTES OF THE SPECIAL MEETING

ADOPTED
June 22, 2020

1. The meeting was called to order by Commissioner Wilson at 4:30 p.m. via Zoom.
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: None.
6. Personnel Director's Report and Review of Open Job Postings: Partnered with the Teacher on Special Assignment who oversees the Reading Lab Program to build the position review and job description for Instructional Assistant – Reading Lab. The employee being considered for the reclassification has received specialized training and has served as a support for the reading lab for 15 years.
7. Approval of the new job classification and new job description, Instructional Assistant – Reading Lab.
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
8. Approval of the reclassification of one Instructional Assistant – Special Education at the District Office to Instructional Assistant – Reading Lab at The District Office.
MSC Baldwin – Yes / Houghton – Yes – Wilson - Yes. Vote 3-0.
9. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957). None.
10. Open Session: Report of Closed Session Action, if any: No Action Taken.
11. Adjournment: Commissioner Wilson adjourned the meeting at 4:41 p.m.

Respectfully submitted,


Nicole Browning

6/22/2020