

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  
July 1, 2021

1. The meeting was called to order by Commissioner Baldwin at 2:00 PM.
  2. Classified Employee Catherine Severin led the Pledge of Allegiance.
  3. Commissioners Present  
Kimberly Baldwin  
Virginia Wilson  
David Boyer
  - Staff Present  
Joe Fraser  
Celeste Arellano
4. Community/Staff Participation in Open Session and Non-Agenda Items: None.
  5. Commissioner Comments: Commissioner Wilson asked about the status with the Communications and Public Information Officer recruitment.
  6. Personnel Director's Report and Review of Open Job Postings: Dr. Joe Fraser sends well-wishes to Commissioner Wilson.

A variety of recruitments continue to be worked on. These include Bus Driver, Student Supervision Assistant, School Office Coordinator, Night Custodian, Campus Supervisor, LVN, High School Secretary II, Food Service Assistant III, Instructional Assistant – Special Education. The recruitment for Extended Day Care Center Site Supervisor job posting will open this week. The recruitment for Extended Day Care Center Assistant job posting will open this week. Instructional Assistant- English Language job posting will go live once the revised job description is approved.

Dr. Joe Fraser also mentioned that the Personnel Commission meetings have gotten conversational and reminded everybody that community and staff may only discuss items during the Community / Staff Participation portion of the Personnel Commission Meeting.

ACTION

7. Approval of revised job description and title for Instructional Assistant- ESL to Instructional Assistant- EL  
Discussion: The job description has not been updated since 2003. The title and job duty revisions reflect updated language and duties. There is currently only 1 incumbent in the position, and extra support is needed. ELPAC is the testing that the District gives students to determine their proficiency in students. This test is only given to students who identify as English-language learners.  
MSC Wilson – Yes / Baldwin – Yes – Boyer – Yes. Vote 3-0.

8. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
9. Open Session: Report of Closed Session Action, if any:  
No Action Taken.
10. Adjournment: Commissioner Baldwin adjourned the meeting at 2:19 p.m.

Respectfully submitted,



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Celeste Arellano

07/01/2021