

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
August 24, 2021

1. The meeting was called to order by Commissioner Baldwin at 4:02 PM.
2. Commissioner Boyer 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 Boyer mentioned that he still drives around school sites to see how things are going. Commissioner Baldwin is happy that her son Zachary is back to school full-time.
6. Personnel Director's Report and Review of Open Job Postings:
A variety of recruitments continue to be worked on. These include Student Supervision Assistant, Media Center Assistant – High School, Clerical Assistant II, Extended Day Care Center Assistant, Instructional Assistant – Physical Education, and Instructional Assistant- Special Education.

The District continues to conduct contact tracing for COVID-19 cases. Depending on the determination of the contact, employees and students get a low exposure letter or a close contact letter. The District is still working on being compliant with the new COVID-19 mandate in California that states all employees must be fully vaccinated against COVID-19 or be tested weekly.

ACTION

7. Approval of new job description for Instructional Assistant- Math & Science.
Discussion: With the new ESSER funds, the District felt it was necessary to establish this classification to assist Middle School and High School students. It will be recommended to the Board of Education to place this classification on Range 48 of the Classified Salary Schedule. This will be \$21.66 - \$26.31 per hour.
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 4:14 p.m.

Respectfully submitted,



Celeste Arellano

08/24/2021