

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

PERSONNEL COMMISSION  
MINUTES OF THE SPECIAL MEETING

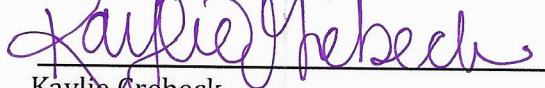
ADOPTED  
June 17, 2022

1. The meeting was called to order by Commissioner Wilson at 9:01 AM.
2. Commissioner Boyer led the Pledge of Allegiance.
3. Commissioners Present  
Kimberly Baldwin  
Virginia Wilson  
David Boyer
- Staff Present  
Joe Fraser  
Kaylie Grebeck
4. Community/Staff Participation in Open Session and Non-Agenda Items: None.
5. Commissioner Comments: Commissioner Boyer mentioned the Zoom meeting that he and Kaylie Grebeck attended regarding the banding of scores in the Merit System. Commissioner Wilson asked if there was anything the PC needs to do. Commissioner Boyer and Kaylie Grebeck confirmed that at this time, the Personnel Commission does not need to take any action.
6. Personnel Director's Report and Review of Open Job Postings: Dr. Fraser thanked the Personnel Commission for their flexibility with scheduling this Special PC Meeting. Dr. Fraser also mentioned the need to schedule an additional Special PC Meeting in July to change the job title for Personnel Specialist to Health Benefits/Risk Management Specialist to really capture the job description in the title.

ACTION

7. Approval of revised job description and title for Instructional Assistant- Preschool to Instructional Assistant- Early Childhood Education.  
MSC Baldwin - Yes / Boyer - Yes - Wilson - 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 Wilson adjourned the meeting at 9:12 a.m.

Respectfully submitted,

  
Kaylie Grebeck

08/10/2022