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 2, 2025

1. The meeting was called to order by Commissioner Wilson at 4:04 PM.

2. Commissioner Boyer led the Pledge of Allegiance.

3. <u>Commissioners Present</u>
   Virginia Wilson
   David Boyer

   <u>Staff Present</u>
   Ryan Weiss-Wright
   Kaylie Knowland

4. Community/Staff Participation in Open Session and Non-Agenda Items: Cathie Severin inquired about implementation of timeclocks. Dr. Weiss-Wright confirmed the details regarding the implementation plan will be shared once they have been decided.

5. Commissioner Comments: Commissioner Boyer received his 20-year longevity pin and shared that he was able to attend Auxiliary's longevity ceremony and chat with the staff. Commissioner Wilson shared that she attended CSEA's monthly meeting and met staff from various classifications. She was able to explain the Personnel Commission history and procedures to staff who were unfamiliar.

6. Discuss 2025 Annual CSPCA Conference: Commissioner Wilson appreciated the opportunity to attend the conference this year and thought it was the best conference she's attended. She asked if it would be possible to develop a calendar with important events to provide to the commissioners and also if there could be a policy developed regarding AI.

   Commissioner Boyer provided several examples of references he received from the conference that he thought would be helpful. He brought another District's PC Handbook, which he thought could be something Los Alamitos explores and possibly implements. He also talked about the various workshops he attended and how he found them all to be beneficial.

   Dr. Weiss-Wright shared that he attended a Classified Leadership Academy workshop and he wants to look into developing mentor sessions for classified staff.

7. Approval of the Minutes of the March 5, 2025, Regular Meeting:
   MSC Boyer – Yes / Wilson – Yes. Vote 2-0.

8. Personnel Director's Report and Review of Open Job Postings: Dr. Weiss-Wright introduced Tim Golden, our new Director, Fiscal Services to the Personnel Commission. Mr. Golden briefly shared his experience and his knowledge regarding working with the Personnel Commission from his previous districts. Dr. Weiss-Wright announced that there have been several new hires in various

classifications. We have hired 2 new EDCC Site Supervisors, a Food Service Assistant- Satellite Café at Weaver, and had 2 promotions: Genesse Rodriguez was promoted to Business Services Specialist and Lisa Kosaka was promoted to Purchasing Services Lead.

Dr. Weiss-Wright shared that Classified Personnel Department is currently working on the following recruitments: IA Early Childhood Education, IA Special Education, EDCC Assistant, Director, FMOT, Classified Personnel Specialist, Nutrition Operations Manager, Administrative Assistant I, Preschool Lead and Attendance Accounting Technician.

Dr. Weiss-Wright mentioned that we will be bringing back the IA – Universal Transitional Kindergarten job description for PC review. The salary schedule is being adjusted to reflect the education and experience requirements.

Dr. Weiss-Wright also reminded the Commissioners of the conference reimbursement amounts and provided an update on the Classified layoffs. Dr. Weiss-Wright also shared that he has been attending employment fairs and sharing current job postings with local colleges.

The next PC meeting will be on May 7th in the Board Conference Room.

CONSENT

9.a. Ratification of the Food Service Assistant – Satellite Cafe Eligibility List.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0

9.b. Ratification of the Business Services Specialist Eligibility List.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0

9.c. Ratification of the Instructional Assistant – Early Childhood Education Eligibility List.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0

9.d. Ratification of the Instructional Assistant – Special Education Eligibility List.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0

9.e. Ratification of the Purchasing Lead Eligibility List.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0

9.f. Ratification of the Extended Day Care Center Assistant Eligibility List.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0

ACTION

10. Approval of revised job description for Bus Driver.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0
Discussion: Commissioner Boyer inquired about the first aid requirement.

11. Approval of revised job description for Bus Driver Trainer.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0

12. Approval of revised job description for Lead Bus Driver.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0

13. Approval of revised job description for Mechanic.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0

14. Approval of revised job description for Licensed Vocational Nurse.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0
Discussion: Commissioner Boyer inquired about the driver's license requirement being removed. Dr. Weiss-Wright reminded the commissioners that we only require driver's licenses for classifications that will operate a District vehicle.

15. Approval of revised job description for Media Center Assistant – High School.
MSC Boyer – Yes / Wilson – Yes. Vote 2-0

16. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
Start: 5:20pm
End: 5:35pm

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

18. Adjournment: Commissioner Wilson adjourned the meeting at 5:20 p.m.

Respectfully submitted,

_____ 04/02/2025
Mary McCulloch