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
May 7, 2025

1. The meeting was called to order by Commissioner Wilson at 4:03 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
Mary McCulloch

4. Community/Staff Participation in Open Session and Non-Agenda Items: Cathie Severin inquired about summer school employment and seniority. Specifically, asked for clarity on how longevity points are added to the written and oral exams during recruitment process. Dr. Weiss-Wright explained they are applied after a combined score is determined from the written/oral exams.

5. Commissioner Comments: Commissioner Wilson acknowledged the resignation of Commissioner Baldwin due to medical reasons and requested a thank you letter be sent on behalf of the Personnel Commission for her years of service. Commissioner Wilson further requested a calendar be sent to all PC members of yearly events, as well as, fiscal budget and evaluation meetings. Commissioner Boyer went to the Auxiliary retirement and will be attending the choir show as well. He also commented on the progression of the LAHS gym improvements.

6. Approval of Minutes of the April 2, 2025, Regular Meeting:
MSC Wilson-Yes/Boyer-Yes. Vote 2-0

7. Personnel Director's Report and Review of Open Job Postings: Dr. Weiss-Wright discussed the posting of Personnel Commissioner to replace Kimberly Baldwin. The plan is to have vacancy posted from May 8-21st on various sites. Dr. Weiss-Wright reviewed the posting and what the process will look like with a potential to have a new Commissioner interview on June 11. Additionally, confirmed that all applicants must be registered voters living in the district and cannot be current employees.

Dr. Weiss-Wright discussed and noted that Commissioner Boyer assumed LAUSD Board would have to confirm resignation of Commissioner Baldwin. Commissioner Wilson noted that a public hearing would be needed in open session.

Dr. Weiss-Wright mentioned invitations were being sent to all end of the year events and would include Personnel Commission and noted employee orientation would be held on July 23rd. Also, the September meeting date needs to be changed from September 3rd to the 10th as both commissioners have prior commitments.

Dr. Weiss-Wright discussed new recruitments and process of teacher new hires with over 100 math position applicant pool.

Next PC Meeting will be held June 11th in the Board Conference Room.

8. Presentation of Proposed 2025-2026 Personnel Commission Budget: Tim Golden, Director of Fiscal Services reviewed and discussed the Personnel Commission Budget stating that salary step movements and benefits were cause to budget changes. Mr. Boyer requested a 3 year budget look-back to better understand trends and actual expenditures. Mr. Golden confirmed the budget was in line with previous years (Approximately $330,000 range).

9. Commissioner Wilson opened/closed public hearing of budget.

CONSENT

10.a. Ratification of the Classified Personnel Specialist Eligibility List.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

10.b. Ratification of the Nutrition Operations Manager Eligibility List.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

10.c. Ratification of the Director, Facilities, Maintenance, Operations Transportation Eligibility List.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

10.d. Ratification of the Administrative Assistant I Eligibility List.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

10.e. Ratification of the Preschool Lead Eligibility List.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

10.f. Ratification of the Attendance Accounting Technician Eligibility List.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

ACTION

11. Approval of new Classified Management job classification and job description For IT Infrastructure ~~Lead~~ Supervisor.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0
Discussion: Dr. Weiss-Wright noted typo on title should be *Supervisor*, not *Lead*, and confirmed it is correct on job description. Also discussed that this position will be to support the IT Director during their absence and to department of 20 employees.

12. Approval of salary reallocation from Range 37 to Range 36 for Instructional Assistant – Universal Transitional Kindergarten.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

13. Approval of revised job description for Child Development Program Technician.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

14. Approval of revised job description for Extended Day Care Center Assistant.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

15. Approval of revised job description for Instructional Assistant – Early Childhood Education.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

16. Approval of revised job description for Preschool Lead.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

17. Approval of revised job description for Student Supervision Assistant.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

18. Approval of renewal of membership for the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) for the 2025 – 2026 school year at a cost of $2,850.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

19. Approval of annual subscription to Governmentjobs.com (NEOGOV) for the 2025-2026 school year at a cost of $2,317.35.
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

20. Adoption of the 2025 – 2026 Personnel Commission Budget
MSC Boyer-Yes/ Wilson-Yes Vote 2-0

21. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
No Action Taken

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

23. Adjournment: Commissioner Wilson adjourned the meeting at 4:45p.m.

Respectfully submitted,



05/07/2025

Mary McCulloch