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
June 11, 2025

1. The meeting was called to order by Commissioner Wilson at 4:02 PM.

2. Commissioner Wilson requested Catherine Severin lead 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 discussed summer school assignments noting many staff members didn't receive positions due to lower enrollment and seniority based assignment system. Previous practice of hiring substitute teachers for summer school has changed and there is increased competition with younger teachers.

5. Commissioner Comments: Commissioner Boyer and Wilson had no public comments.

6. Approval of Minutes of the May 7, 2025, Regular Meeting:
   MSC Wilson-Yes/Boyer-Yes. Vote 2-0
   Discussed: Minutes were approved with the confirmation that September 10th meeting was voted, verified and will be updated on calendar. Commissioner Wilson also reminded the request for calendar and end of year events be sent. Also, requested that the last 3 year budget review be also provided for review.

7. Personnel Director's Report and Review of Open Job Postings: Dr. Weiss-Wright had no review at this time to share.

CONSENT

8.a. Ratification of the High School Secretary I Eligibility List. .
MSC Boyer-Yes/Wilson-Yes Vote: 2-0

8.b. Ratification of the School Office Coordinator Eligibility List.
MSC Boyer-Yes/Wilson-Yes Vote: 2-0

8.c. Ratification of the Food Service Assistant III Eligibility List.
MSC Boyer-Yes/Wilson-Yes Vote: 2-0

8.d. Ratification of the Speech Language Pathology Assistant Eligibility List.
MSC Boyer-Yes/Wilson-Yes Vote: 2-0

8.e. Ratification of the Extended Day Care Center Assistant Eligibility List.
MSC Boyer-Yes/Wilson-Yes Vote: 2-0

8.f. Ratification of the Attendance Accountant Technician Eligibility List.
MSC Boyer-Yes/Wilson-Yes Vote: 2-0
Discussed: Motion moved and Commissioner Boyer inquired as to how often outside of the district members as part of the hiring process. Dr. Weiss-Wright verified that this is a common practice and helps provide additional expertise with specific specialized recruitments.

ACTION

9. Approval of revised job description for Food Service Assistant I.
MSC Boyer-Yes/Wilson-Yes Vote: 2-0

10. Approval of revised job description for Food Service Assistant III.
MSC Boyer-Yes/Wilson-Yes Vote: 2-0
Discussed: Commissioner Boyer questioned the job description stating that scratch recipes are being used as opposed to state FDA pre-determined recipes.

11. Approval of revised job description for Food Service Assistant- Satellite Cafe.
MSC Boyer-Yes/Wilson-Yes Vote: 2-0

12. Approval of revised job description for Food Service Assistant - Cook.
MSC Boyer-Yes/Wilson-Yes Vote: 2-0

13. Approval of revised job description for Food Service Technician.
MSC Boyer-Yes/Wilson-Yes Vote: 2-0
Discussion: Commissioner Boyer didn't see the district mission listed in job description. Dr. Weiss-Wright confirmed it was listed on page 2.

14. Approval of renewal of membership in Personnel Commissions Association of Southern California (PCASC) for the 2025 – 2026 school year at a cost of $100.00.
MSC Boyer-Yes/Wilson-Yes Vote: 2-0

15. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
Commissioner Wilson motioned to move to close session:
Start:4:10pm
End: 6:15

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

17. Adjournment
Commissioner Wilson adjourned the meeting at 6:15 p.m.

Respectfully submitted,



06/11/2025

Mary McCulloch