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

October 8, 2025
Wednesday, 4:00 p.m Board Conference Room – Building D

A G E N D A
REGULAR MEETING
PERSONNEL COMMISSION

ADOPTED MINUTES

1. The meeting was called to order by Commissioner Wilson at 4:01 p.m.

2. Andy McGowen led the Pledge of Allegiance.

3. COMMISSION ATTENDANCE — STAFF PRESENT
   Travis Griffith — Ryan Weiss-Wright
   Virginia Wilson — Mary McCulloch

4. Community/Staff Participation on Open Session and Non-Agenda Items: Mr. McKown invited Commissioner Griffith to the October 28th -4:30pm CSEA meeting at the Auxiliary offices to introduce himself to the members. It was noted that per the Brown Act only 1 commissioner can attend a meeting to remain in compliance. Mr. McKown mentioned the importance of the CSEA members to meet their PC Commissioners. Mr. McKown also stated that the classified employees were very appreciative of the recent professional development day the training provided to the IA-Special Education members. He also mentioned that continued trainings be provided in the future to different departments.

   Catherine Severine was pleased to report the number of new hires at the high school in the Special Education department. Current employees were busy training the new hires who are eager to get settled into their new assignments.

5. Commissioner Comments: Commissioner Griffith had no comments at this time, nor was David Boyer present to contribute. Commissioner Wilson inquired the steps taken to hire employees to ensure proper reference checks. It was discussed by Ryan Weiss-Wright that fingerprinting and all I-9 processes were in place and the standard for every hiring.

6. Approval of the Minutes of the September 4, 2025, Regular Meeting.
   MSC Griffith/Wilson-Yes, Griffith-Yes Vote:2-0

7. Personnel Director's Report and Review of Open Job Postings: Ryan Weiss-Wright highlighted the recent October 6th Professional Development work day for all classified staff with training. Most significantly was the training for 9.5 hour Instructional Aides regarding Professional Best Practices including Time &Attendance protocols and having proper sub plans in place during an absence. SELPA director, Ben Rodriguez lectured on Tips and Tricks for the working with students. A survey was given to inquire about future trainings employees would like to request. It was an overall positive first experience for all.

8. Discussion of the 2025 – 2026 Personnel Commission Meeting Conference in San Diego March 15 was discussed and all commissioners, as well as, Ryan Weiss-Wright would like to attend. Registration and accommodations will be confirmed.

9. IT Infrastructure Supervisor David Bui was introduced by Ryan Weiss-Wright to the PC Commission. Mr. Bui briefly highlighted his past career past and achievements in the private sector, as well as, his Master from National University. He discussed his new employment with the district and his duties to consist of overseeing digital security and threats within the district, as well as, streamlining workloads for his department. Mr. Bui will also be working closely with Director Mr. Chen to upgrade future technologies for the district.

CONSENT

10.a. Ratification of the Buildings and Maintenance Eligibility List.
MSC Wilson-Yes; Griffith-Yes Vote: 2-0

10.b. Ratification of the Extended Day Care Supervisor Eligibility List.
MSC Wilson-Yes; Griffith-Yes Vote: 2-0

10.c. Ratification of the Extended Day Care Assistant Supervisor Eligibility List.
MSC Wilson-Yes; Griffith-Yes Vote: 2-0

10.d. Ratification of the Instructional Assistant-Drama & Theatre Eligibility List.
MSC Wilson-Yes; Griffith-Yes Vote: 2-0

10.e. Ratification of the Custodian Eligibility List.
MSC Wilson-Yes; Griffith-Yes Vote: 2-0

10.f. Ratification of the Head Custodian Eligibility List.
MSC Wilson-Yes; Griffith-Yes Vote: 2-0

10.g. Ratification of the IA-Early Childhood Education Eligibility List.
MSC Wilson-Yes; Griffith-Yes Vote: 2-0

10.h. Ratification of the IA-Special Education Eligibility List.
MSC Wilson-Yes; Griffith-Yes Vote: 2-0

10.i. Ratification of the IA-Special Education Eligibility List.
MSC Wilson-Yes; Griffith-Yes Vote: 2-0

ACTION

11. First Reading and Approval of Revised Personnel Commission Rules and Regulations Chapter 10
MSC-Wilson; 2nd by- Griffith Vote:2-0

12. Discussion: The commission has decided to update the 2019 Rules and Regulations starting with Chapter (which is Chapter 1, and will be using a codified rule structure with Ed Code guidelines). The new edition will include revised Ed Code and green will signify suggested changes. Also, to be included are definitions for approving with a closer look at the meaning of "permanent employee". A second reading will be done at the November 5th PC meeting, with possible approval of Chapter 10 changes at this time.

13. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)

14. Open Session: Report of Closed Session Action, if any.

15. Adjournment called by Commissioner Wilson at 4:46pm.

Respectfully Submitted,

Mary McCulloch

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October 8, 2025
Date