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

PERSONNEL COMMISSION
MINUTES OF THE REGULAR MEETING

ADOPTED
NOVEMBER 5, 2025

1. The meeting was called to order by Virginia Wilson at 4:07 p.m.

2. David Boyer led the Pledge of Allegiance.

3.

COMMISSION PRESENT	STAFF PRESENT
Travis Griffith	Ryan Weiss-Wright
David Boyer	Mary McCulloch
Virginia Wilson	

4. Community/Staff Participation on Open Session and Non-Agenda Items: Mrs. Severin relayed the CSEA members were grateful to have Commissioner Griffith attend the last meeting. Member shared information and had open discussion. Mrs. Severin also mentioned how she and other participants enjoyed the first "Inspiring Leaders" class and the topic of identifying core values of leaders.

5. Commissioner Comments: Commissioner Boyer returned and shared his re-cap of the PCACS luncheon. He enjoyed the guest speaker and the topic of how to engage different generations in the workforce.

Commissioner Griffith shared that his attendance at the last CSEA meeting was positive and great that he had great discussions with the employees. CSEA members mentioned how they appreciated the RBT trainings and Mr. Griffith is going to share company resources to review in an effort to reach more skilled candidates for recruitment. He also encouraged all members to reach out to him via email with any further inquiries or assistance he might be able to provide.

Commissioner Wilson: Attended State of the District and shared the experience.

6. Approval of the Minutes of the October 8, 2025, Regular Meeting.
MSC Boyer-yes Wilson/yes; Griffith/yes-Vote 3-0
Noted: Correction to minutes-David Boyer was not present at the October 8, 2025 meeting.

7. 2024-2025 Personnel Commission Annual Report was distributed. Commissioners approved with noted edits before printing final copies. PC Reports will be posted to website and displayed in the main lobby.

8. Personnel Director's Report and Review of Open Job Postings: Ryan Weiss-Wright began with giving further highlights of the *Inspiring Leaders* first meeting. Noted that 28 members attended made up of Instructional Aides, Office Coordinators, and other classified staff who will meet 6 times this year with guest speakers and new topics each time.

UKG Time Clock pilot program to begin at McAuliffe Middle School. Staff will clock in/out by using employee badge, phone application, or physical clock made available on site. Dr. Weiss-Wright will be

implementing the program and provide written rules and directions of the new time and attendance. The advantage of the new program will make T&A more efficient and streamlined on a daily basis.

Starting in January, the School Office Coordinator/Clerical job descriptions will be reviewed and updated approval.

An exploration committee will begin to review and consider stipends for Instructional Aides who have more extensive job duties. They are looking at a month-to-month model because IA move positions frequently and this has worked well in other districts.

Dr. Weiss-Wright noted the "thank you" vase was sent to former Commissioner Baldwin for her years of service with the district and invited the current commission to attend the TK Burger luncheon for new employees to be held Friday, January 2, 2025.

Finally noted was the reminder that Commissioner Boyer will take the Oath to renew his position on the Personnel Commission for another term at the December meeting.

CONSENT

9.a. Ratification of the Instructional Assistant Maintenance and Ground Worker II Eligibility List.
MSC Boyer – Yes / Wilson – Yes/ Griffith-Yes Vote 3-0

9.b. Ratification of the Bus Driver Eligibility List
MSC Boyer – Yes / Wilson – Yes/ Griffith-Yes Vote 3-0

9.c. Ratification of the Extended Day Care Center Assistant Supervisor
MSC Boyer – Yes / Wilson – Yes/ Griffith-Yes Vote 3-0

9.d. Ratification of the Food Service Assistant III Eligibility List.
MSC Boyer – Yes / Wilson – Yes/ Griffith-Yes Vote 3-0

9.e. Ratification of the Eligibility List Student Supervision Assistant
MSC Boyer – Yes / Wilson – Yes/ Griffith-Yes Vote 3-0

ACTION

10. Second Reading of the Commission Rules and Regulations Chapter 10 were approved.
Discussion: Boyer inquired about Dual Certification and if we have any in our district.
Chapter 10 line 26: 10-1-1. This provision is included if a situation were to arise, for example Bus Driver.
MSC Boyer – Yes / Wilson – Yes/ Griffith-Yes Vote 3-0

11. First Reading and Approval of changes to Revised Personnel Commission Rules and Regulations Chapter 20. Discussion: Inquiry made regarding voter registration verification for candidates. Ryan will research and will be reviewed.
MSC Boyer – Yes / Wilson – Yes/ Griffith-Yes Vote 3-0. Commissioners voted to carry 3-0

One last mention was made by Commissioner Wilson to create an internal Outlook calendar for the Personnel Commission of notable yearly events.

12. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
Start: 4:55pm
End: 5:15pm

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

14. Adjournment: Commissioner Wilson adjourned the meeting at 4:55 p.m.

Respectfully submitted,



Mary McCulloch

November 5,2025
Date