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
JUNE 10, 2026

1. The meeting was called to order by David Boyer at 4:06 p.m.

2. Travis Griffith led the Pledge of Allegiance.

3.

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

4. Community/Staff Participation on Open Session and Non-Agenda Items:
No Community/Staff Participation

5. Commissioner Comments:

Travis Griffith inquired about the LAEF recruitment, specifically their use of an external agency for hiring. It was explained that LAEF runs independently from the district and they can have a different process.

David Boyer mentioned he attended the ACSA dinner for Dan Bennett and was pleased to see him being honored.

Virginia Wilson gave a recap of the PSCSA workshop she attending and specifically shared information regarding AB2045. This AB considers expanding the top 3 ranking candidates to increase to 5 when advancing to final selection. Mrs. Wilson would like for us to consider this option and to reach out to Eric Rowen from LACOE to receive more information.

Mrs. Wilson also attended the State Budget May revision meeting. She noted that the COLA is being raised to 2.78% and that Federal Impact Aide could be increasing, which could result in more funding for the Special Education programs.

6. Approval of the Minutes of the May 6, 2026, Regular Meeting.
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

7. Personnel Director's Report and Review of Open Job Postings:
Dr. Weiss-Wright invited the Commission to the July 21, 2026 new hire luncheon to begin at 12pm. Noted there will be no meeting in July and the next Personnel Commission meeting will resume August 5, 2026.

8. Discussion of NEOGOV Cost Per Hire/Application Resources:
A discussion was held to review cost per hire using the current NEOGOV software/subscriptions. Percentages of applicants from different sources were reviewed, as well as, number of applications submitted. Commission found the review helpful and will continue to monitor costs when determining further contract renewals in 2027-2028.

CONSENT

9.a. Ratification of the Preschool Lead Assistant Eligibility List.
MSC Wilson-yes; Boyer/yes; Griffith/yes- Vote: 3-0

9.b. Ratification of the IA-Early Childhood Education Eligibility List
MSC Wilson-yes; Boyer/yes; Griffith/yes- Vote: 3-0

9.c. Ratification of the Speech and Language Pathologist Assistant Eligibility List
MSC Wilson-yes; Boyer/yes; Griffith/yes- Vote: 3-0

9.d. Ratification of the Extended Day Care Center Assistant Eligibility List
MSC Wilson-yes; Boyer/yes; Griffith/yes- Vote: 3-0

ACTION

10. Approval of revised job description for Clerical Assistant I.
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

11. Approval of revised job description for Clerical Assistant II.
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

12. Approval of revised job description for Clerical Assistant III.
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

13. Approval of revised job description for Health Clerk
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

14. Approval of revised job description for Human Resources Personal Technician.
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

15. Approval of revised job description for Attendance Clerk
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

16. Approval of revised job description for Highschool Secretary I
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

17. Approval of revised job description for Highschool Secretary II
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

18. Approval of revised job description for Counseling Assistant
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

19. Approval of revised job description for College and Career Guidance Technician
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

20. Approval of revised job description for K-16 Key Personnel
MSC Wilson-Yes/ Boyer-Yes; Griffith-Yes. Vote: 3-0.

21. Approval of revised job description for Library Media Technician
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

22. Approval of revised job description for School Office Coordinator
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

23. Approval of revised job description for Student Records Clerk

MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

24. Approval of revised job description for Administrative Assistant I Personal Technician.
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

25. Approval of revised job description for Extended Day Care Lead Assistant
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

26. Approval of revised job description for Bus Driver
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

27. Approval of revised job Food Service Program Manager
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

CONSENT

28. Approval of revised 2nd reading of Personnel Commission Rules and Regulations Chapter 60
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

29. Approval of revised 1st reading of Personnel Commission Rules and Regulations Chapter 70
Item was tabled and moved to the August 5th , 2026 meeting.
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0

30. Approval of renewal of membership in Personnel Commissions Association of Southern California (PCASC) for the 2026 – 2027 school year at a cost of $100.00.
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

31. Approval of subscription renewal for NEOGOV for the July 2026 – June 2027 school year at a cost of: $13,782.15.
MSC Wilson-Yes; Boyer-Yes; Griffith-Yes. Vote: 3-0.

32. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
Start: 5:15pm
End: 5:28pm

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

34. Adjournment: 5:15pm

Respectfully submitted by:

Mary McCulloch

June 10th, 2026

Mary McCulloch

Date