DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
11627 Brookshire Avenue
Downey, CA 90241

MINUTES
Regular Meeting January 13, 2016

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, January 13, 2016 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#194
PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Angie Rademaker.

#195
ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: John Kennedy
Dianne Lumsdaine
Angie Rademaker

#196
MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Kennedy, seconded by Ms. Rademaker, and the motion carried unanimously, to approve the minutes of the Regular Meeting of December 9, 2015.

Roll-Call Vote	Ayes	Noes	Abstained
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#197
CORRESPONDENCE RECEIVED

No correspondence was received.

#198
ORAL COMMUNICATIONS

Ms. Rademaker acknowledged that she received a Happy Holidays card from previous Interim Director, Rick Labib-Wood.

Mr. Kennedy hoped everyone had a nice holiday and wished everyone much success in the New Year. He welcomed the new interim Personnel Analyst.

Ms. Lumsdaine also wished everyone a Happy New Year and acknowledged the attendance of Dr. John A. Garcia, Jr., Superintendent; Sharon Newberg, Chief Negotiator, CSEA Unit I; Norma Garcia, Parliamentarian, CSEA Unit I; Beatrice Rosado, Chief Job Steward, CSEA Unit I; Quinton Riles, Operations Supervisor; David Harris, Custodial Services Coordinator; and all others present.

Ms. Arko introduced Valerie Spolsky the interim Personnel Analyst who is retired from the Los Angeles County Office of Education (LACOE).

Ms. Arko informed the Commissioners the office of Classified Human Resources has been reviewing exam plans in an effort to expedite the recruitment process to see if portions can be combined and to remove those items that are extraneous.

Ms. Arko mentioned that the District will be offering a PARS early retirement incentive to both Certificated and Classified employees. She stated that the District is gathering information at this time to see if it is viable. Information workshops are being held and all packets are due by Friday, February 5th. A decision will be made by the Board of Education on Friday, March 11th.

Ms. Arko shared that the District has transitioned over to a new employee absence management system, AESOP, and it has occupied the staff for quite a bit of time.

Ms. Arko reminded the Commissioners that the big Staff Development day will be held on Friday, January 22, 2016, and this will give us the opportunity to train the Office Managers on that day as well.

Ms. Arko also informed the Commissioners that the Professional Growth Saturday Workshop will be held on Saturday, March 19th.

Ms. Arko reviewed and answered questions regarding the January Recruitment Status Report.

#199
PUBLIC HEARD

No one from the public asked to be heard.

#200
CONSENT AGENDA

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action Items 201-203).

Roll-Call Vote	Ayes	Noes	Abstained
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#201
RATIFY CERTIFICATION OF SR. CLERICAL ASST.-MONOLINGUAL ELIGIBILITY LIST

RATIFY certification of Senior Clerical Assistant-Monolingual eligibility list established December 22, 2015.

#202
RATIFY CERTIFICATION OF SR. CLERICAL ASST.-BILINGUAL ORAL ELIGIBILITY LIST

RATIFY certification of Senior Clerical Assistant-Bilingual Oral eligibility list established December 22, 2015.

#203 RATIFY CERTIFICATION OF SR. CLERICAL ASST.-BILINGUAL/BI-LITERATE ELIGIBILITY LIST	**RATIFY** certification of Senior Clerical Assistant-Bilingual/Bi-literate eligibility list established December 22, 2015.
#204 OLD BUSINESS	None.
#205 NEW BUSINESS	None.
#206 NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission will be February 17, 2016, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
#207 CLOSED SESSION	The Personnel Commission retired to closed session at 4:11 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.
#208 OPEN SESSION	The Personnel Commission returned to open session at 4:44 p.m. There were no reportable actions taken during closed session.
#209 ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 4:45 p.m., with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

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Dianne Lumsdaine, Chair

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BethAnn Arko, Director