

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

AGENDA #1

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
July 19, 2017

ADDENDUM
PAGE NO.

I. GENERAL COMMISSION FUNCTIONS

1. Call to order - Dianne Lumsdaine.
2. The Renewal of the Pledge of Allegiance to the Flag of the United States of America to be led by John Kennedy.
3. Roll.
4. **APPROVE** Minutes of the Regular Meeting of June 21, 2017. 1-4
5. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Custodian eligibility list established April 17, 2017. 5-6
2. **RATIFY** certification of Lead Food Service Assistant eligibility list established June 19, 2017. 7
3. **RATIFY** certification of School Office Manager eligibility list established October 21, 2016. 8
4. **RATIFY** certification of Senior Instructional Assistant – Behaviorally Challenged eligibility list established June 26, 2017. 9
5. **RATIFY** certification of Student Information Systems Operator eligibility list established July 6, 2017. 10

Pursuant to Government Code §54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission may be obtained from the Classified Human Resources office, 11627 Brookshire Avenue, Downey, CA 90241.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Director, Classified Human Resources at (562) 469-6641 at least 24 hours in advance of the meeting.
[Government Code §54954.2(a)(1)]

6. **RATIFY** the classification of 20 Limited-Term Custodian positions established by the Board of Education, assigned to Operations Department, effective June 5, 2017 through August 13, 2017. 11
7. **APPROVE** the classification of one Food Service Assistant position established by the Board of Education, assigned to Doty Middle School, effective August 15, 2017. 12
8. **APPROVE** the classification of one Food Service Assistant position established by the Board of Education, assigned to Sussman Middle School, effective August 15, 2017. 13
9. **APPROVE** the classification of one Food Service Assistant position established by the Board of Education, assigned to Warren High School, effective August 15, 2017. 14
10. **RATIFY** the classification of one Limited-Term Intermediate Clerical Assistant position established by the Board of Education, assigned to Certificated Human Resources, effective May 25, 2017 through October 6, 2017. 15
11. **APPROVE** the classification of three Registered Behavior Technician positions established by the Board of Education, assigned to Special Education Department, effective August 9, 2017. 16
12. **APPROVE** the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Imperial Elementary School, effective August 15, 2017. 17

III. OLD BUSINESS

None.

IV. NEW BUSINESS

1. **HEAR** and **DISCUSS** Recruitment Recap presentation from Paul Deines, Personnel Analyst, Classified Human Resources.
2. **DISCUSS** possible change to Rules and Regulations section 40.200.1 - Promotional Examinations, regarding allowing current substitute employees to apply for "Promotional Only" examinations.

V. NEXT REGULAR MEETING

August 16, 2017 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room.

VI. CLOSED SESSION

Public Employee Performance Evaluation, Title: Director, Classified
Human Resources, in accordance with provisions of the Government
Code Section §54957.

VII. ADJOURNMENT

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

MINUTES

Regular Meeting

June 21, 2017

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, June 21, 2017 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#226
PLEDGE OF
ALLEGIANCE

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

#227
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#228
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 May 24, 2017.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#229
CORRESPONDENCE
RECEIVED

An appeal from Mr. Renzo Torres was received and added to the agenda for today. No further correspondence was received.

#230
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the recent service pin ceremony and remarked how great it was to see some of the recipients who have been with the District for over 30-years.

Mr. Kennedy shared that several of the Personnel Commissioners and Personnel Commission staff attended the Personnel Commissioners Association of Southern California (PCASC) Mini-Conference on Friday, June 2, 2017, in Anaheim, CA, and commented that the sessions were very good and he felt it was one of the better ones that he has attended.

Ms. Lumsdaine acknowledged the attendance of Chris Nezzar, Chief Technology Officer; Sharon Newberg, Chief Negotiator, CSEA Unit I; John Shook, Director, MOT Services; Quinton Riles, Operations Supervisor; Andrea Iacovitti, Asst. Director, Budget & Finance; Paul Deines, Personnel Analyst; and all others present.

Ms. Lumsdaine shared that she really enjoyed the workshops presented at the PCASC Mini-Conference including the presentation given by BethAnn Arko on "Building Trust in the Workplace."

Ms. Lumsdaine shared that her grandson was born today and that both mother and baby are doing well.

Ms. Arko shared that the PCASC Mini-Conference was very well attended and she was very happy with the turn out and the presentations.

Ms. Arko related that the summer school session is in full swing and that the Office of Classified Human Resources does not slow down at all.

Ms. Arko shared that the District's Leadership Team attended a Leadership Institute workshop on June 8th that focused on the Clifton StrengthsFinder survey as an avenue to explore our signature talents. It was led by Dr. Rena Thompson, Assistant Superintendent, Certificated Human Resources, and the StrengthsFinder survey is a program that the District is looking at expanding.

Ms. Arko shared that the District will be proposing to the Board of Education to enter into a contract with a company by the name of Addiction Pros which is an organization that matches people with the challenges of addiction with a service such as rehab or intervention.

Ms. Arko reviewed and answered questions regarding the June Vacancy/Recruitment Status Report.

#231
PUBLIC HEARD

No one from the public asked to be heard.

#232
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 233-235).

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#233
RATIFY CERTIFICATION OF
COMPUTER/NETWORK
SUPPORT TECHNICIAN
ELIGIBILITY LIST

RATIFY certification of Computer/Network Support Technician eligibility list established May 30, 2017.

#234
RATIFY CERTIFICATION OF
NURSING PROGRAM ASST.
ELIGIBILITY LIST

RATIFY certification of Nursing Program Assistant eligibility list established June 6, 2017.

#235
RATIFY CERTIFICATION OF
SR. INSTRUCT. ASST.-
BEHAVIORALLY
CHALLENGED
ELIGIBILITY LIST

RATIFY certification of Senior Instructional Assistant – Behaviorally Challenged eligibility list established May 23, 2017.

#236
NEW BUSINESS

#237
ACCEPT/DENY APPEAL
FROM WRITTEN
EXAMINATION FOR
COMPUTER/NETWORK
SUPPORT TECHNICIAN

There was a brief discussion on the high pass points of the written examination for Computer/Network Support Technician.

A motion was made by Mr. Kennedy, seconded by Ms. Lumsdaine, with Ms. Rademaker opposed, to deny the appeal of the written examination for Computer/Network Support Technician by Mr. Renzo Torres. The Commissioners requested staff to continue to look for ways to make the recruitment sizes more manageable so that the pass points can be more moderate.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker		X	

#238
OLD BUSINESS

#239
APPROVE PERSONNEL
COMMISSION MEETING
DATES FOR 2017-2018

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the Personnel Commission meeting dates for 2017-2018.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#240
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be July 19, 2017, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#241
CLOSED SESSION

The Personnel Commission retired to closed session at 4:29 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#242
OPEN SESSION

The Personnel Commission returned to open session at 5:08 p.m. There were no reportable actions taken during closed session.

#243
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared
adjourned at 5:09 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

BethAnn Arko, Director

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification July 19, 2017

Eligibility List Established April 17, 2017

for the Classification of

Custodian

"P" = Promo. "O" = Open	Rank	Name
O	1	Marcus Rogers
O	1	Carlos Lopez Marquez
O	1	Manuel Luna
O	1	Leonardo Lomeda
O	2	Manuel Martinez
O	2	Robert Gonzalez
O	2	Anderia Williams
O	2	Armando Barrios
O	2	Francisco Huerta
O	2	Calvin White
O	2	Rodolfo Maya
O	2	Jermaine Ford
O	3	Lazaro Sanchez Jr.
O	3	Joseph Arambula
O	3	Raymond Herlitz
O	3	Michael Kidd
O	3	Damien Wills
O	3	Kenneth Bell
O	3	Chris Lafrance
O	3	Keith Eskridge
O	4	Oscar Fausto
O	4	Alex Limon
O	4	Malik Carter
O	4	Donald Pena
O	4	Johnny Ramos
O	4	Vanessa Moran
O	4	Sharon Walker
O	4	Daryl Brooks

O	5	Christopher Childress
O	5	Roberto Suarez
O	5	Miles Kelly
O	5	Vernon Mc Lemoire
O	5	Daphney Belton
O	5	Angel Covarrubias
O	6	Marlon Munn

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification July 19, 2017

Eligibility List Established June 19, 2017

for the Classification of

Lead Food Service Assistant

"P" = Promo.

"O" = Open

	Rank	Name
P	1	Carla C. Rios
P	1	Milagros J. Flores
P	1	Virginia P. Tomas
P	2	Eric Santana
P	2	Crystal Guzman
P	2	Tiffany R. Leon
P	2	Irma C. Cervantes
P	2	Maria Carmen Rodriguez
P	2	Karla I. Robles Flores
P	2	Guadalupe Fuentes
P	3	Francisco J. Valenzuela
P	3	Alejandra P. Casillas

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification July 19, 2017

Eligibility List Established October 21, 2016

for Classification of
School Office Manager

"P" = Promo.

"O" = Open

Rank

Name

O	1	Julianne Lowry
O	1	Vanessa Villasenor
O	2	Kimberly Lawrence
O	2	Adriana Garcia
O	2	Bahaneh Maani
O	3	Denise Valdez
O	3	Tylar Holden

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification July 19, 2017

Eligibility List Established June 26, 2017

for Classification of

SENIOR INSTRUCTIONAL ASSISTANT /B. C.

"P" = Promo.

"O" = Open

Rank

Name

O	1	Elizabeth Gramillo
O	1	Brianna Bordette
O	1	Lauren Saldamando
O	1	Melissa Bueno
O	2	Dawn Valdez
O	2	Gloria Castillo
O	2	Yharmin Butler
O	2	Natalie Ambruso
O	2	Krystal Fernandez
O	2	Andrew Garcia
O	3	Crystal Hicks-Webb
O	3	Andrey Mosley
O	4	Elena Hernandez
O	4	Nancy Torres
O	4	Mikesha Terry
O	4	Steve Slakey
O	4	Shandonna Scott

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification July 19, 2017

Eligibility List Established July 6, 2017

for Classification of

Student Information Systems Operator

"P" = Promo.

"O" = Open

Rank

Name

P	1	Jeanette Castrejon
P	1	Fernando Muñoz
P	2	Nancy Moreno
P	2	Walter Pittman
P	2	Cynthia Rico
P	3	Lienell Spicer
P	3	Nancy Valdez
P	4	Tracy Rendon
P	4	Gabriela Ruiz
P	4	Cassandra Saavedra

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources/Personnel Commission

DATE: July 18, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF TWENTY NEW LIMITED-TERM POSITIONS
(CUSTODIAN, A-SHIFT)

ACTION ITEM

We have received a request from Quinton Riles, Operations Supervisor, approved by John Shook, Director M.O.T Services, to establish 20 new limited-term positions with duties corresponding to the current classification of Custodian, A-Shift. These 20 positions are being requested to provide assistance with the district-wide summer cleaning projects.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of 20 new limited-term positions with duties corresponding to the current classification of Custodian, A-Shift, assigned to the Operations Department, eight hours per day, at range 115, \$3,208 - \$3,897 per month, effective June 5, 2017 through August 13, 2017.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of 20 new limited-term positions with duties corresponding to the current classification of Custodian, A-Shift, assigned to the Operations Department, eight hours per day, at range 115, \$3,208 - \$3,897 per month, effective June 5, 2017 through August 13, 2017.

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources / Personnel Commission

DATE: July 18, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Christine Woods, Director, Food Services, to establish one new position with duties corresponding to the current classification of Food Service Assistant, assigned to Doty Middle School. This new position is necessary based on increased participation in the meal program.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of one new position with duties corresponding to the current classification of Food Service Assistant, assigned to Doty Middle School, three hours per day, ten months per year, at range 65, \$2,453 - \$2,976 per month, effective August 15, 2017.

SUPERINTENDENT'S RECOMMENDATION

APPROVE the establishment of one new position with duties corresponding to the current classification of Food Service Assistant, assigned to Doty Middle School, three hours per day, ten months per year, at range 65, \$2,453 - \$2,976 per month, effective August 15, 2017.

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources / Personnel Commission

DATE: July 18, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Christine Woods, Director, Food Services, to establish one new position with duties corresponding to the current classification of Food Service Assistant, assigned to Sussman Middle School. This new position is necessary based on increased participation in the meal program.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of one new position with duties corresponding to the current classification of Food Service Assistant, assigned to Sussman Middle School, three hours per day, ten months per year, at range 65, \$2,453 - \$2,976 per month, effective August 15, 2017.

SUPERINTENDENT'S RECOMMENDATION

APPROVE the establishment of one new position with duties corresponding to the current classification of Food Service Assistant, assigned to Sussman Middle School, three hours per day, ten months per year, at range 65, \$2,453 - \$2,976 per month, effective August 15, 2017.

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources / Personnel Commission

DATE: July 18, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Christine Woods, Director, Food Services, to establish one new position with duties corresponding to the current classification of Food Service Assistant, assigned to Warren High School. This new position is necessary based on increased participation in the meal program.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of one new position with duties corresponding to the current classification of Food Service Assistant, assigned to Warren High School, three hours per day, ten months per year, at range 65, \$2,453 - \$2,976 per month, effective August 15, 2017.

SUPERINTENDENT'S RECOMMENDATION

APPROVE the establishment of one new position with duties corresponding to the current classification of Food Service Assistant, assigned to Warren High School, three hours per day, ten months per year, at range 65, \$2,453 - \$2,976 per month, effective August 15, 2017.

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources/Personnel Commission

DATE: July 18, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW LIMITED-TERM POSITION
(INTERMEDIATE CLERICAL ASSISTANT)

ACTION ITEM

We have received a request from Rena Thompson, Assistant Superintendent, Certificated Human Resources, to establish one new limited-term position with duties corresponding to the current classification of Intermediate Clerical Assistant. This position is needed to provide additional clerical support to the Certificated Human Resources office.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new limited-term position with duties corresponding to the current classification of Intermediate Clerical Assistant, assigned to Certificated Human Resources, eight hours per day, at range 115, \$3,123 - \$3,802 per month, effective May 25, 2017 through October 6, 2017.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Intermediate Clerical Assistant, assigned to Certificated Human Resources, eight hours per day, at range 115, \$3,123 - \$3,802 per month, effective May 25, 2017 through October 6, 2017.

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources/Personnel Commission

DATE: July 18, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (REGISTERED
BEHAVIOR TECHNICIAN)

ACTION ITEM

We have received a request from Reynaldo Vargas, Jr., Program Administrator, Special Education, to establish three new positions with duties corresponding to the current classification of Registered Behavior Technician. These new positions are being requested to work with children with Autism Spectrum Disorders and/or severe behavioral challenges as part of the District's Behavior Intervention Team.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of three new positions with duties corresponding to the current classification of Registered Behavior Technician, assigned to the Special Education Department, six and one-half hours per day, eleven months per year, at range 165, \$3,989 - \$4,848 per month, effective August 9, 2017.

SUPERINTENDENT'S RECOMMENDATION

APPROVE the establishment of three new positions with duties corresponding to the current classification of Registered Behavior Technician, assigned to the Special Education Department, six and one-half hours per day, eleven months per year, at range 165, \$3,989 - \$4,848 per month, effective August 9, 2017.

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources/Personnel Commission

DATE: July 18, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL
ASSISTANT-BEHAVIORALLY CHALLENGED)

ACTION ITEM

We have received a request from Billie Barrios, Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. This new position is being created to provide behavioral support to a new special needs student at Imperial Elementary School.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Imperial Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective August 15, 2017.

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Imperial Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective August 15, 2017.