

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

MINUTES  
Regular Meeting

July 19, 2017

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, 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.

#1  
PLEDGE OF  
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by John Kennedy.

#2  
ROLL

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

Present:        John Kennedy  
                     Dianne Lumsdaine  
                     Angie Rademaker

#3  
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 June 21, 2017.

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

#4  
CORRESPONDENCE  
RECEIVED

No correspondence was received.

#5  
ORAL  
COMMUNICATIONS

Ms. Rademaker shared that she visited Yellowstone National Park recently and had a great time.

Mr. Kennedy hoped everyone had a restful summer because the beginning of the school year is just around the corner.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Superintendent; Dr. Rena Thompson, Assistant Superintendent, Certificated Human Resources; Pam Martinez, President, CSEA Unit I; Sharon Newberg, Chief Negotiator, CSEA Unit I; Chris Nezzer, Chief Technology Officer; Michael Martinez, Sr. Director, Budget & Finance; Andrea Iacovitti, Asst. Director, Budget & Finance; and all others present.

Ms. Arko shared that Dr. Nancy Nien, Assistant Superintendent, Business Services, will be leaving the District as she has accepted a position with Los Alamitos School District which is closer to where she lives.

Ms. Arko also shared that at the previous night's Board of Education meeting, the District is discussing changing its graduation requirements to more closely align with the admission requirements of four-year universities.

Ms. Arko related that the Office of Classified Human Resources continues to focus on filling all vacancies prior to the start of the school year with an emphasis on the Special Education positions.

Ms. Arko shared that she and members of her staff will be attending the annual Office Staff Training at the District Office on the morning of Thursday, August 3<sup>rd</sup>, to cover topics such as CFRA/Child Bonding Leave, Chalk Forms, AESOP, and Workers' Compensation. In addition, there will be a training on the handling of emergency situations in the afternoon.

Ms. Arko informed the Personnel Commissioners that they would be receiving an email soon instructing them to complete the mandatory annual Mandated Reporters training. If they prefer, there will be an in-person training available on Tuesday, August 15<sup>th</sup>, at the Downey Theatre. Ms. Arko promised to confirm the time that the training is being offered.

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

#6  
PUBLIC HEARD

Mr. Nezzar thanked Ms. Arko and her department for working so hard to get all the vacant positions in his department filled. He proudly announced that his department is now fully staffed and he was most appreciative.

Ms. Newberg requested clarification of the positions that are considered "Unclassified" and whether there was a limit to the number of hours that employees in these positions can work. Ms. Arko responded that there was no predetermined number of hours worked that made a position "Unclassified." The designation of "Unclassified" pertains more to the duties of the position and the parameters set by the Education Code. The limit of hours used by the Downey Unified School District is an attempt to prevent employees from reaching the 1,000-hour threshold set by CalPERS for automatic enrollment into CalPERS. Ms. Newberg inquired if these "Unclassified" positions had an actual end date or did they go on forever. Ms. Arko responded that these positions can go on forever, however, these employees never gain permanency with the District and can be laid off at any moment. Ms. Arko offered to look at specific classifications and their duties to determine if they should indeed be "Unclassified" positions based on the Education Code.

Ms. Martinez inquired if the District would be providing any type of specific training for Classified employees on the day before the first day of school. Ms. Arko responded that there would be Mandated Reporters training provided. In addition, the Special Education Department will have some training scheduled for Registered Behavior Technicians, Occupational Therapists and Physical Therapists. Ms. Martinez inquired if there would be "Safety in the Workplace" training provided by the District. Ms. Arko responded that this training was happening the afternoon of August 3<sup>rd</sup> and that all District employees were welcome to attend. This training is

being held in District Conference Center Room A (DCC-A) commencing at 1:00 pm.

#7  
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 8-19).

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

#8  
RATIFY CERTIFICATION OF  
CUSTODIAN ELIGIBILITY  
LIST

**RATIFY** certification of Custodian eligibility list established April 17, 2017.

#9  
RATIFY CERTIFICATION OF  
LEAD FOOD SVC. ASST.  
ELIGIBILITY LIST

**RATIFY** certification of Lead Food Service Assistant eligibility list established June 19, 2017.

#10  
RATIFY CERTIFICATION OF  
SCHOOL OFFICE MGR.  
ELIGIBILITY LIST

**RATIFY** certification of School Office Manager eligibility list established October 21, 2016.

#11  
RATIFY CERTIFICATION OF  
SR. INSTRUCT. ASST.-  
BEHAVIORALLY  
CHALLENGED  
ELIGIBILITY LIST

**RATIFY** certification of Senior Instructional Assistant – Behaviorally Challenged eligibility list established June 26, 2017.

#12  
RATIFY CERTIFICATION OF  
STUDENT INFO. SYSTEMS  
OPER. ELIGIBILITY LIST

**RATIFY** certification of Student Information Systems Operator eligibility list established July 6, 2017.

#13  
RATIFY CLASSIFICATION  
OF 20 LIMITED-TERM  
CUSTODIAN POSITIONS

**RATIFY** 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.

#14  
APPROVE CLASSIFICATION  
OF ONE FOOD SERVICE  
ASSISTANT POSITION

**APPROVE** classification of one Food Service Assistant position established by the Board of Education, assigned to Doty Middle School, effective August 15, 2017.

#15  
APPROVE CLASSIFICATION  
OF ONE FOOD SERVICE  
ASSISTANT POSITION

**APPROVE** classification of one Food Service Assistant position established by the Board of Education, assigned to Sussman Middle School, effective August 15, 2017.

- #16  
APPROVE CLASSIFICATION  
OF ONE FOOD SERVICE  
ASSISTANT POSITION
- APPROVE** classification of one Food Service Assistant position established by the Board of Education, assigned to Warren High School, effective August 15, 2017.
- #17  
RATIFY CLASSIFICATION  
OF ONE LIMITED-TERM  
INTER. CLERICAL ASST.  
POSITION
- RATIFY** 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.
- #18  
APPROVE CLASSIFICATION  
OF THREE REGISTERED  
BEHAVIOR TECHNICIAN  
POSITIONS
- APPROVE** classification of three Registered Behavior Technician positions established by the Board of Education, assigned to Special Education Department, effective August 9, 2017.
- #19  
APPROVE CLASSIFICATION  
OF ONE SR. INSTRUCT.  
ASST.-BEHAVIORALLY  
CHALLENGED POSITION
- APPROVE** classification of one Senior Instructional Assistant – Behaviorally Challenged position established by the Board of Education, assigned to Imperial Elementary School, effective August 15, 2017.
- #20  
OLD BUSINESS
- None.
- #21  
NEW BUSINESS
- #22  
HEAR AND DISCUSS THE  
RECRUITMENT RECAP  
PRESENTATION
- There was a Recruitment Recap presentation given by Personnel Analyst, Paul Deines, followed by a brief question and answer discussion based on the data he presented.
- #23  
DISCUSS POSSIBLE  
CHANGE TO RULES AND  
REGULATIONS SECTION  
#40.200.1 – PROMOTIONAL  
EXAMINATIONS
- Ms. Arko reviewed section #40.200.1 – Promotional Examinations in the Personnel Commission Rules and Regulations and opened a discussion to explore a possible change to allow current substitute employees to apply for “Promotional Only” examinations. Ms. Arko shared that Garden Grove Unified School District currently allows substitute employees to apply for “Promotional Only” recruitments if they have provided a minimum of 132 days of service in the previous 12-months. Ms. Newberg stated that just because a substitute employee has worked for 132 days, it doesn’t automatically mean that they are qualified for the position. Ms. Lumsdaine inquired how someone becomes a substitute for the District. Ms. Arko responded that they would have to go through the entire recruitment process and placed on an eligibility list before they can substitute. Ms. Arko also shared that in the spirit of the Merit System and hiring the best possible employees for the District, when running a “Promotional Only” recruitment, the District might miss out on an external candidate that is currently working for another district. Ms. Martinez inquired if an employee “Working Out of Class” would be eligible to apply for these “Promotional Only” recruitments. Ms. Arko responded that as a permanent District employee, they would be eligible. It was determined

that the discussion should instead be focused on managing the large applicant pools. This topic will be discussed at next month's meeting.

#24  
NEXT REGULAR  
MEETING

The next Regular Meeting of the Personnel Commission will be August 16, 2017, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#25  
CLOSED SESSION

The Personnel Commission retired to closed session at 4:57 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#26  
OPEN SESSION

The Personnel Commission returned to open session at 5:28 p.m. There were no reportable actions taken during closed session.

#27  
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 5:29 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