

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

MINUTES
Regular Meeting

July 22, 2015

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, July 22, 2015 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: Dianne Lumsdaine
 John Kennedy
 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 10, 2015.

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

#4
MINUTES OF SPECIAL
MEETING APPROVED

A motion was made by Mr. Kennedy, seconded by Ms. Rademaker, and the motion carried unanimously, to approve the minutes of the Special Meeting of June 22, 2015.

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

#5
ORAL
COMMUNICATIONS

Ms. Rademaker gave her appreciation to Mr. Kato for all his hard work during the past several years.

Mr. Kennedy also gave his sincere appreciation to Mr. Kato and stated that he would be missed.

Ms. Lumsdaine acknowledged the attendance of Dr. John A. Garcia, Jr., Superintendent; Roger Brossmer, Assistant Superintendent, Certificated Human Resources; Pam Martinez, President, C.S.E.A. Unit I; Quinton Riles, Operations Supervisor; David Harris, Custodial Services Coordinator; Ashley Greaney, Public Relations Coordinator; Susan

Phillips, Personnel Analyst; Frederick Labib-Wood, candidate for Interim Director, Classified Human Resources; Sharon Newberg, Senior Secretary, Adult School; and all others present.

Ms. Lumsdaine thanked Mr. Kato for all his hard work and dedication to Personnel Commission during his time with Downey Unified School District and wished him the best of luck in his new position as Executive Officer, Personnel Commission & Classified Employment at Long Beach Unified School District.

#6
PUBLIC HEARD

Dr. Garcia thanked Mr. Kato for his commitment to the District and wished him well in his new position at Long Beach Unified School District.

Ms. Martinez thanked Mr. Kato for always collaborating with the union to make matters between the union and the District run smoothly.

#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 8-42).

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

#8
APPROVE EXTENSIONS
OF THE ATTENDANCE/
RECORDS CLERK
ELIGIBILITY LISTS

APPROVE the extension of current eligibility lists for Attendance/Records Clerk-Monolingual, Attendance/Records Clerk-Bilingual Oral, and Attendance/Records Clerk-Bilingual/Bi-literate through January 31, 2016.

#9
RATIFY CERTIFICATION OF
GROUNDSKEEPER
ELIGIBILITY LIST

RATIFY certification of Groundskeeper eligibility list established June 30, 2015.

#10
RATIFY CERTIFICATION OF
INSTRUCTIONAL ASST./
ADULT SCHOOL -
MONOLINGUAL ELIGIBILITY
LIST

RATIFY certification of Instructional Assistant/Adult School - Monolingual eligibility list established July 7, 2015.

#11
RATIFY CERTIFICATION OF
INSTRUCTIONAL ASST./
ADULT SCHOOL -
BILINGUAL ORAL
ELIGIBILITY LIST

RATIFY certification of Instructional Assistant/Adult School - Bilingual Oral eligibility list established July 7, 2015.

- #12
RATIFY CERTIFICATION OF INSTRUCTIONAL ASST./ ADULT SCHOOL - BILINGUAL/BI-LITERATE ELIGIBILITY LIST
- RATIFY** certification of Instructional Assistant/Adult School - Bilingual/ Bi-literate eligibility list established July 7, 2015.
- #13
RATIFY CERTIFICATION OF LEAD FOOD SERVICE ASST. ELIGIBILITY LIST
- RATIFY** certification of Lead Food Service Assistant eligibility list established July 2, 2015.
- #14
RATIFY CERTIFICATION OF NURSING PROGRAM ASST. ELIGIBILITY LIST
- RATIFY** certification of Nursing Program Assistant eligibility list established July 7, 2015.
- #15
RATIFY CERTIFICATION OF SR. ACCOUNTING ASST. ELIGIBILITY LIST
- RATIFY** certification of Senior Accounting Assistant eligibility list established July 9, 2015.
- #16
RATIFY CERTIFICATION OF UTILITY WORKER ELIGIBILITY LIST
- RATIFY** certification of Utility Worker eligibility list established July 14, 2015.
- #17
APPROVE CLASSIFICATION OF ONE FOOD SERVICE ASSISTANT POSITION
- APPROVE** the classification of one Food Service Assistant position established by the Board of Education, assigned to Stauffer Middle School, effective August 1, 2015.
- #18
APPROVE CLASSIFICATION OF ONE FOOD SERVICE ASSISTANT POSITION
- APPROVE** the classification of one Food Service Assistant position established by the Board of Education, assigned to Warren High School, effective August 1, 2015.
- #19
APPROVE CLASSIFICATION OF ONE FOOD SERVICE ASSISTANT POSITION
- APPROVE** the classification of one Food Service Assistant position established by the Board of Education, assigned to Williams Elementary School, effective August 1, 2015.
- #20
APPROVE CLASSIFICATION OF ONE FOOD SERVICE ASSISTANT II POSITION
- APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to Alameda Elementary School, effective August 1, 2015.
- #21
APPROVE CLASSIFICATION OF ONE FOOD SERVICE ASSISTANT II POSITION
- APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to the Food Services Department, effective August 1, 2015.

- #22
APPROVE CLASSIFICATION
OF ONE FOOD SERVICE
ASSISTANT II POSITION
- APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to Gallatin Elementary School, effective August 1, 2015.
- #23
APPROVE CLASSIFICATION
OF ONE FOOD SERVICE
ASSISTANT II POSITION
- APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to Griffiths Middle School, effective August 1, 2015.
- #24
APPROVE CLASSIFICATION
OF ONE FOOD SERVICE
ASSISTANT II POSITION
- APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to Stauffer Middle School, effective August 1, 2015.
- #25
APPROVE CLASSIFICATION
OF ONE FOOD SERVICE
ASSISTANT II POSITION
- APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to Unsworth Elementary School, effective August 1, 2015.
- #26
RATIFY CLASSIFICATION
OF ONE LIMITED-TERM
INTER. CLERICAL
ASSISTANT POSITION
- RATIFY** the classification of one limited-term Intermediate Clerical Assistant position established by the Board of Education, assigned to Certificated Human Resources, effective June 3, 2015 through December 3, 2015.
- #27
RATIFY CLASSIFICATION
OF ONE LIMITED-TERM
INTER. CLERICAL
ASST. - BILINGUAL
POSITION
- RATIFY** the classification of one limited-term Intermediate Clerical Assistant-Bilingual position established by the Board of Education, assigned to Downey High School, effective July 1, 2015 through August 21, 2015.
- #28
RATIFY CLASSIFICATION
OF ONE LIMITED-TERM
INTER. CLERICAL
ASST. - BILINGUAL
POSITION
- RATIFY** the classification of one limited-term Intermediate Clerical Assistant-Bilingual position established by the Board of Education, assigned to Lewis Elementary School, effective August 18, 2015 through August 21, 2015.
- #29
RATIFY CLASSIFICATION
OF ONE LIMITED-TERM
INTER. CLERICAL
ASST. - BILINGUAL
POSITION
- RATIFY** the classification of one limited-term Intermediate Clerical Assistant-Bilingual position established by the Board of Education, assigned to Williams Elementary School, effective August 20, 2015 through August 21, 2015.
- #30
APPROVE CLASSIFICATION
OF TWO SCHOOL BASED
THERAPIST POSITIONS
- APPROVE** the classification of two School Based Therapist positions established by the Board of Education, assigned to the Special Education Department, effective August 1, 2015.

#31
RATIFY CLASSIFICATION
OF ONE LIMITED-TERM
SR. CLERICAL ASST. -
BILINGUAL POSITION

RATIFY the classification of one limited-term Senior Clerical Assistant-Bilingual position established by the Board of Education, assigned to the Financial Services Department, effective June 2, 2015 through November 30, 2015.

#32
RATIFY CLASSIFICATION
OF ONE LIMITED-TERM
SR. CLERICAL ASST. -
BILINGUAL/BI-LITERATE
POSITION

RATIFY the classification of one limited-term Senior Clerical Assistant-Bilingual/Bi-literate position established by the Board of Education, assigned to the Student Services Department, effective July 1, 2015 through August 6, 2015.

#33
RATIFY CLASSIFICATION
OF ONE SENIOR
INSTRUCTIONAL ASST. -
BEHAVIORALLY
CHALLENGED POSITION

RATIFY the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Imperial Elementary School, effective May 4, 2015.

#34
RATIFY CLASSIFICATION
OF ONE SENIOR
INSTRUCTIONAL ASST. -
BEHAVIORALLY
CHALLENGED POSITION

RATIFY the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Rio Hondo Elementary School, effective June 16, 2015.

#35
APPROVE CLASSIFICATION
OF ONE LIMITED-TERM
SENIOR INSTRUCTIONAL
ASST. - BEHAVIORALLY
CHALLENGED POSITION

APPROVE the classification of one limited-term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Williams Elementary School, effective August 26, 2015 through February 26, 2016.

#36
APPROVE CLASSIFICATION
OF ONE LIMITED-TERM
SENIOR PERSONNEL
ASST. POSITION

APPROVE the classification of one limited-term Senior Personnel Assistant position established by the Board of Education, assigned to the Business Services Department, effective July 1, 2015 through January 1, 2016.

#37
APPROVE CHANGES TO
CLASS DESCRIPTION FOR
CAMPUS SECURITY
ASSISTANT

APPROVE the changes to the class description for the classification of Campus Security Assistant as submitted, effective July 23, 2015.

#38
APPROVE CHANGES TO
CLASS DESCRIPTION FOR
DIRECTOR, CLASSIFIED
HUMAN RESOURCES

APPROVE changes to class description for the classification of Director, Classified Human Resources as submitted, effective July 23, 2015.

- #39
APPROVE CHANGES TO
CLASS DESCRIPTION FOR
FOOD SERVICE ASSISTANT
- APPROVE** changes to class description for the classification of Food Service Assistant as submitted, effective July 23, 2015.
- #40
APPROVE CHANGES TO
CLASS DESCRIPTION FOR
FOOD SERVICE
SUPERVISOR I
- APPROVE** changes to class description for the classification of Food Service Supervisor I as submitted, effective July 23, 2015
- #41
APPROVE CHANGES TO
CLASS DESCRIPTION FOR
GENERAL MAINTENANCE
WORKER
- APPROVE** the changes to the class description for the classification of General Maintenance Worker as submitted, effective July 23, 2015.
- #42
APPROVE CHANGES TO
CLASS DESCRIPTION FOR
LEAD CUSTODIAN
- APPROVE** the changes to the class description for the classification of Lead Custodian as submitted, effective July 23, 2015.
- #43
OLD BUSINESS
- None.
- #44
NEW BUSINESS
- None.
- #45
NEXT REGULAR
MEETING
- The next Regular Meeting of the Personnel Commission will be August 19, 2015, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #46
CLOSED SESSION
- The meeting retired to closed session at 4:11 p.m. for the purpose of interviewing the applicant for the limited-term Interim Director, Classified Human Resources. The Personnel Commission invited the following individuals to remain during closed session for the interview: Dr. John A. Garcia, Jr., Superintendent; Pam Martinez, President, C.S.E.A. Unit I; and candidate Frederick W. Labib-Wood. Following the interview, the Personnel Commission remained in closed session with Mr. Kato in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.
- #47
OPEN SESSION
- The Personnel Commission returned to open session at 5:32 p.m. A motion was made by Mr. Kennedy, seconded by Ms. Rademaker, and the motion carried unanimously, to appoint Mr. Labib-Wood to serve as Interim Director of Classified Human Resources until the arrival of the permanent replacement for departing Director, Kenneth Kato.

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

#48
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Louise Giovanna Meyer, mother of Wendy Doty, former Superintendent of Downey Unified School District, at 5:33 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

Frederick Labib-Wood, Interim Director