

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

AGENDA #11

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
May 20, 2020

As per Executive Order N-29-20 from Governor Newsom regarding the stay-at-home and physical distancing rules in effect, the Downey Unified School District Personnel Commission meeting may only be attended through teleconferencing, telephonically or electronically. The link to join the Personnel Commission meeting online is:

[Meeting ID: 875 1370 1665](#)

Password: 0u2KH6

and will be made active at 4:00 pm on May 20, 2020.

Public comments may be submitted by email (only). Persons who want to comment on topics not included on the agenda or comment on agenda items are invited to submit comments via email to: barko@dusd.net on or before the date of the meeting by 2:00 p.m. All public comments will be read into the record at the meeting. Please limit comments to 300 words or less (3 minutes).

In compliance with the American Disabilities Act, those requiring special assistance to access the Personnel Commission meeting room or written documents being discussed at the Personnel Commission meeting or to otherwise participate at Personnel Commission Meetings, please contact the Director, Classified Human Resources, BethAnn Arko, at barko@dusd.net at least 48 hours prior to the meeting so we can accommodate reasonable requests.

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 April 22, 2020.
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.

1-4

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)]

7. **HEAR** the public on items not appearing elsewhere on the agenda.
- II. CONSENT AGENDA
 1. **RATIFY** certification of Utility Worker eligibility list established April 21, 2020. 5
- III. OLD BUSINESS
 1. **DECLARE** a public hearing on 2020-21 proposed Personnel Commission Budget. 6-9
 - a. Open the hearing.
 - b. Close the hearing.
 2. **ADOPT** 2020-21 Personnel Commission Budget.
- IV. NEW BUSINESS
 1. **APPROVE** the proposed new classification of Instructional Media Technician as attached and placement of the classification on the Unit I Salary Schedule (AR 5241.1) at Range 115 (\$3,273 - \$4,184 per month), effective May 21, 2020. 10-13
 2. **APPROVE** the proposed reclassification of Louis Teran and Lienell E. Spicer positions from Elementary School Library/Media Technician to Instructional Media Technician, effective May 21, 2020. 14
 3. **DISCUSS** Personnel Commission proposed meeting dates for 2020-21. 15
 4. **ADOPT** resolution of commendation recognizing the outstanding contributions of the classified school employees during Classified School Employees' Week, May 17 - 23, 2020. 16
- V. NEXT REGULAR MEETING

June 17, 2020 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room.
- VI. CLOSED SESSION
 1. Potential Litigation
 2. Classified Employee Discipline/Dismissal/Release
 3. 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

April 22, 2020

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, April 22, 2020 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#211
PLEDGE OF
ALLEGIANCE

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

#212
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#213
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 March 11, 2020.

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

#214
CORRESPONDENCE
RECEIVED

No correspondence was received.

#215
ORAL
COMMUNICATIONS

Ms. Rademaker shared that Warren High School was turning on their field lights at 8:20 pm in honor of their 2020 graduates.

Mr. Kennedy shared that the Downey High School Robotics team was making Face Shields to be given to groups in the community that needed them (e.g., hospitals, food banks, etc.). Mr. Kennedy shared that the Downey Foundation set up a GoFundMe page for people to contribute to and so far, they have received very generous donations.

Mr. Kennedy shared that Stauffer Middle school students were also making and providing Personal Protective Equipment (PPE).

Mr. Kennedy shared that Warren High School had provided food and money to various food banks in the community to help those in need.

Ms. Lumsdaine shared that she occasionally takes her granddaughters to pick up lunch at Price Elementary as it is comforting for them to drive in and see their principal and other staff handing out the food. She also shared how proud she is of the District for providing nutrition in such an efficient and friendly manner; always with a smile and a wave.

Ms. Lumsdaine expressed her concern for the seniors of the District's high schools and how the Covid-19 crisis will affect their graduation.

Ms. Lumsdaine acknowledged the attendance of Tod Corrin, Vice President, Board of Education; Dr. John Garcia, Jr., Superintendent; Alyda Mir, Assistant Superintendent, Certificated Human Resources; John Shook, Director, M.O.T. Services; Quinton Riles, Operations Supervisor, Operations; Andrea Iacovitti, Assistant Director, Budget & Finance; and all others present.

Ms. Arko shared that the District continues to be involved in keeping abreast of the ever-changing events regarding the Coronavirus and are working diligently with the Los Angeles County Office of Education (LACOE) to maintain complete compliance.

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

#216
PUBLIC HEARD

Dr. Garcia expressed his sincere appreciation to the Food Service Department for all their diligent work in providing meals to all the Districts students.

#217
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 218-223).

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

#218
RATIFY CERTIFICATION OF
COMPUTER/NETWORK
SUPPORT TECHNICIAN
ELIGIBILITY LIST

RATIFY certification of Computer/Network Support Technician eligibility list established March 26, 2020.

#219
RATIFY CERTIFICATION OF
FOOD SERVICE SUPV. I
ELIGIBILITY LIST

RATIFY certification of Food Service Supervisor I eligibility list established March 6, 2020.

#220
RATIFY CERTIFICATION OF
GROUNDSKEEPER
ELIGIBILITY LIST

RATIFY certification of Groundskeeper eligibility list established March 13, 2020.

#221
RATIFY CERTIFICATION OF
LEAD FOOD SERVICE
ASST. ELIGIBILITY LIST

RATIFY certification of Lead Food Service Assistant eligibility list established March 3, 2020.

#222
RATIFY CERTIFICATION OF
SR. DIRECTOR, FACILITIES
PLANNING & DEVEL.
ELIGIBILITY LIST

RATIFY certification of Sr. Director, Facilities Planning & Development eligibility list established April 2, 2020.

#223
RATIFY CERTIFICATION OF
STUDENT SUPV. ASST.
ELIGIBILITY LIST

RATIFY certification of Student Supervision Assistant eligibility list established March 10, 2020.

#224
OLD BUSINESS

None.

#225
NEW BUSINESS

Each of the following recommendations was reviewed by Director Arko prior to approval:

#226
APPROVE PROPOSED
NEW CLASSIFICATION OF
FINANCIAL AID TECHNICIAN

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the proposed new classification of Financial Aid Technician and placement of the classification on the Unit I Salary Schedule (AR 5241.1) at range 165, \$4,181 - \$5,334 per month, effective April 23, 2020.

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

#226
APPROVE PROPOSED
RECLASSIFICATION OF
POSITION TO FINANCIAL
AID TECHNICIAN

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the proposed reclassification of Rita Rodarte-Myers's position from Instructional Services Technician to Financial Aid Technician, effective April 23, 2020.

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

#227
DISCUSS THE SERVICE PIN
AWARDS AND RETIREMENT
RECOGNITION CEREMONY

A discussion was held regarding the postponement of the Service Pin Awards and Retirement Recognition Ceremony to a future date.

#228
REVIEW PROPOSED
2020-21 PERSONNEL
COMMISSION BUDGET

Ms. Arko reviewed the proposed 2020-21 Personnel Commission Budget noting necessary changes. The proposed 2020-21 Personnel Commission Budget will be an item on the May 20, 2020 agenda for public hearing and adoption.

#229
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be May 20, 2020, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#230
CLOSED SESSION

The Personnel Commission retired to closed session at 4:49 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#231
OPEN SESSION

The Personnel Commission returned to open session at 5:05 p.m. There were no reportable actions taken during closed session.

#232
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 5:06 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 on May 20, 2020

Eligibility List Established on April 21, 2020

UTILITY WORKER

PROMOTIONAL ONLY

Date Range of Eligibility List: 4/21/20 – 4/20/21

Recruitment Process

Applications Received and Screened:	265
Passed Application Screening & Invited to Written Exam:	16
Took Written Exam:	13
Passed Written Exam & Invited to Oral/Perf Exam:	12
Took Oral/Perf Exam:	9
Passed Oral/Perf Exam and Ranked on List:	9

Number of Eligible Candidates per Rank

Rank 1:	6
Rank 2:	2
Rank 3:	1

Downey Unified School District
Office of Classified Personnel Services / Personnel Commission

DATE: May 20, 2020
TO: Personnel Commissioners
FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: SECOND REVIEW AND APPROVAL OF 2020-2021 PERSONNEL
COMMISSION BUDGET

Information Item

The proposed Personnel Commission Budget for 2020-2021 was presented at the April 22nd meeting of the Personnel Commission. It is anticipated that this proposed budget will meet the expected needs of our department. Today the budget is presented for public hearing and final approval.

A history of the Personnel Commission budget is attached for your reference.

Downey Unified School District
Personnel Commission / Office of Classified Personnel Services

Personnel Commission Budget

History of the P.C. Budget

<i>Year</i>	<i>Preliminary Review</i>	<i>Public Hearing</i>	<i>Adoption</i>	<i>Specific Comments</i>
2001	March	April	May	Zero increase
2002	March	April	May	Zero increase
2003	April	May	June	10% reduction in operation expenses incl. Reduction of mileage for Director – a reduction of \$3,011
2004	March	April	May	Loss of one Sr. Personnel Asst. position; reduction of \$54,501
2005	April	May	June	Zero increase
2006	March	April	May	Zero increase
2007	April	May	Sept.	Zero increase
2008	Feb.	March	April	\$2,278 increase due to change in insurance enrollment
2009	March	April	May	Reduction of \$6,857
2010	March	April	May	\$8,285 increase due to change in insurance enrollment and change in Unemployment Insurance and PERS costs.
2011	April	May	June	\$72 decrease due to changes in staff and increases in insurance enrollment, unemployment insurance, medical examinations / drug screening, and mandated fingerprinting.
2012	April	May	May	Proposed \$895 increase due to correction of staff salary levels and increases in employee medical benefits while adjusting for costs to fingerprinting and medical examinations.
2013	April	May	May	Proposed \$2,100 increase due to increases in employee medical benefits and increases to the Employee Recognition Program.
2014	April	May	May	Proposed \$59,723 increase due to negotiated salary increases; increased medical benefit contributions; and an increase in the Workers Compensation Rate.
2015	April	May	May	Proposed \$50,907 increase due to negotiated salary increases; increased medical benefit contributions; increases

				in the number of employee fingerprinting and medical examination rates; and an increase in the PERS rate.
2016	April	May	May	Proposed \$4,015 increase due to an 8% anticipated increase in the employee benefits and negotiated salary increases. The budget increase would have been more but there were 3 new hires this year that are lower on the salary schedule than their predecessors.
2017	April	May	May	Proposed \$6,016 increase due to negotiated salary increase, step advancements, increased employer contribution to CalPERS.
2018	April	May	May	Proposed \$31,827 increase due to staff step advancements and increased employer contribution to CalPERS.
2019	April	May	May	Proposed \$31,564 increase due to CalPERS increases and projected health insurance (with new hires with families).
2020	April	May	May	<i>Proposed increase \$2,756 due to increased employer contributions to CalPERS and adjustments to actual costs for insurance.</i>

DOWNEY UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

2020-21 Budget - Submitted for Public Hearing and Adoption May 2020

Acct No.	Description	2020-2021	2019-2020	Variance
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2000 Classified Salaries

2301	Personnel Commission	2,400	2,400	0
2303	*Personnel Director	155,148	153,384	1,764
	* Personnel Analyst	95,148	93,516	1,632
2402	Staff:			0
	* Sr. Secretary	69,828	65,376	4,452
	* Sr. Personnel Assistants (2)	98,858	92,392	6,467
	* Personnel Assistant	59,256	55,632	3,624
	Substitute and Special Assignments	4,525	4,525	0

3000 Employee Benefits

3212	* Retirement – PERS	108,450	95,282	13,168
3312	* OASDI	27,944	28,650	-706
3332	* Medicare	6,923	6,700	223
3342	* APPLE Plan for Subs	113	113	0
3412	Health Insurance	142,173	170,294	-28,121
3512	* Unemployment Insurance	239	231	8
3612	* Worker's Compensation Insurance	7,639	7,394	246

4000 Books, Supplies & Other Equipment

4310	Supplies, Equipment (under \$500) & Printing	8,600	8,600	0
	Employee Recognition Program	8,000	8,000	0
4400	Equipment - non-capitalized (\$500-\$4999)	3,900	3,900	0

5000 Contracted Services

5215	Mileage	900	900	0
5216	Mileage / Raters	200	200	0
5250	Travel/Conference	4,000	4,000	0
	Staff Development-Pers. Comm. Employees	1,500	1,500	0
5310	Memberships	6,290	6,290	0
5612	Service Agreements	2,400	2,400	0
5630	Repairs, Equipment	1,000	1,000	0
5715	Duplication Costs – Communications Center	1,667	1,667	0
5804	Consultants	3,000	3,000	0
5815	Software Support and Upgrade	13,000	13,000	0
5830	Personnel Advertising	1,800	1,800	0
5860	Fingerprinting	22,000	22,000	0
5861	Medical Examinations	12,000	12,000	0
5862	TB Screening	3,000	3,000	0
5890	Professional Assistance	2,000	2,000	0
	District Inservice Education – Prof. Growth	1,500	1,500	0
	Training and Development	2,000	2,000	0
5891	Panel / Rater Expenditures	1,600	1,600	0
TOTAL:		879,002	876,246	2,756

*NOTE: Due to possible future cost of living changes, salary and health and welfare costs are indefinite.

Prepared April 2020

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

MEMORANDUM

DATE: May 20, 2020

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources
Prepared by Paul Deines, Personnel Analyst, Classified Human Resources

**SUBJECT: ESTABLISH NEW CLASSIFICATION – INSTRUCTIONAL MEDIA
TECHNICIAN**

ACTION ITEM

Since the creation of the Elementary School Library/Media Technician in August of 2015, the classification has been used to support both elementary and middle schools.

Staff worked with elementary and middle school and technology department administrators, and incumbent staff at both the elementary and middle school library and media centers and realized that the library functionality was only reflective of elementary school positions. Middle school positions worked almost exclusively with computer lab and instructional media/technology related functions. Library work at middle schools is handled by Certificated Librarians, which is not the case at elementary schools. Further, the larger middle school student population leads to an increased need for instructional media and technology related support as opposed to the split between the library/media center needs required at the elementary level.

Given these findings, staff recommends creating a new classification of Instructional Media Technician, as attached, to support the middle schools. This class description was created by editing the current Elementary School Library/Media Technician class description to reflect the differences in each. It is anticipated that the duties of said position will be approved at the May 19, 2020 Board of Education meeting.

Staff recommends that the salary placement of this new classification be set at Range 115 (\$3,273 - \$4,184 per month) on the Unit I Salary Schedule (AR 5241.1) with the proposed classification title of Instructional Media Technician, same as the Elementary School Library/Media Technician.

DIRECTOR'S RECOMMENDATION

APPROVE the proposed new classification of Instructional Media Technician as attached and placement of the classification on the Unit I Salary Schedule (AR 5241.1) at Range 115 (\$3,273 - \$4,184 per month), effective May 21, 2020.

**CLASS TITLE: ~~ELEMENTARY SCHOOL LIBRARY/~~INSTRUCTIONAL MEDIA
TECHNICIAN**

BASIC FUNCTION:

Under the direction of the site principal, perform a variety of technical and ~~library~~ instructional media center functions; oversee and participate in circulation activities; transport technology carts to and from the classrooms; maintain security of technology devices; manage technology devices.

REPRESENTATIVE DUTIES:

Perform a variety of technical ~~library~~ instructional media support duties involved with circulation, maintenance, and distribution of ~~books~~, instructional media materials and technology devices. **E**

~~Process and prepare library materials for classifying, cataloging and storage; prepare and maintain a variety of information and data storage and filing systems including circulation and instructional materials.~~ **E**

Problem solve basic computer and technology device issues for end users; communicate with district help desk regarding more complex issues.

~~Oversee and participate in circulation activities maintain check and prepare materials for return to the collection; evaluate and maintain orderliness of shelved materials.~~ **E**

Assist with the evaluation and maintenance of ~~library materials~~ instructional technology; pull and route ~~materials~~ technology in need of mending, binding updating, repair or discarding; ~~assess need for replacement or repair; mend and repair materials.~~ **E**

Maintain ~~library~~ instructional media center files and records, including inventory control records; compile lists of ~~overdue books and other library materials~~ and technology in circulation. **E**

~~Contact students with overdue library materials; prepare charge slips, and receive library fees; count and record cash received.~~ **E**

Receive, ~~input~~ configure and ~~process~~ update new ~~books and library~~ instructional media materials and technology. **E**

Operate and maintain a variety of equipment including a copier, computers, tablets, bar scanner, and other technology devices. **E**

~~Organize and prepare library displays, decorations and bulletin boards;~~ maintain the library media center in a safe, clean, and orderly condition. ***E***

Transport carts containing technology devices from the media center to various classrooms during the school day and safely secure in the media center at the end of each day. ***E***

Assist students in the use of a variety of computer software and mobile device applications. ***E***

Communicate with the school office regarding repair of equipment and with the Technology Department regarding technology devices. ***E***

Attend professional development and workshops related to assigned activities. ***E***

Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ~~Library methods,~~ Instructional media and technology devices, equipment, procedures, and terminology.
- ~~Appropriate selections and reading levels of students.~~
- ~~Library classification systems.~~
- ~~Location of materials in the library.~~
- Basic math.
- Operation of a variety of office equipment including a computer.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Perform a variety of technical and specialized ~~library-media center~~ functions.
- Learn new instructional media software, technology, and devices.
- Provide general and reference assistance to students and teachers.
- Process and prepare ~~library~~ instructional media materials for classifying, ~~cataloguing inventory~~ and storage.
- Make routine math calculations.
- Maintain records and files.
- Complete work with many interruptions.
- Understand and follow oral and written instructions.
- Operate a variety of office and ~~library~~ media center equipment including a copier, computers, tablets, bar scanner, and other technology devices.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

- ~~- Type at an acceptable rate of speed.~~
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Demonstrate mental acuity sufficient to perform the essential functions of the position.
- Demonstrate empathy, friendliness, patience, and responsibility.
- Be motivated to produce high quality work product.
- Maintain a work pace appropriate to the position.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of recent experience using a personal computer, associated peripheral equipment, and basic computer applications ~~including Microsoft Word, Excel, and Internet.~~

WORKING CONDITIONS:

ENVIRONMENT:

School library, computer lab, and classroom environments; constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands, wrists, and fingers to operate a computer keyboard; seeing to read a variety of materials and monitor student behavior; hearing and speaking to exchange information; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling moderately heavy objects weighing up to 20 pounds; bending at the waist, kneeling or crouching; and reaching overhead, above the shoulders and horizontally.

Proposed, May 2020, D.U.S.D.

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

MEMORANDUM

DATE: May 20, 2020

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources
Prepared by Paul Deines, Personnel Analyst

**SUBJECT: RECLASSIFICATION FROM ELEMENTARY LIBRARY MEDIA
TECHNICIAN TO INSTRUCTIONAL MEDIA TECHNICIAN**

ACTION ITEM

Provided the recommendation to establish the Instructional Media Technician classification is approved, staff recommends that Louis Teran and Lienell E. Spicer be reclassified into the new classification of Instructional Media Technician. They have been working at their respective middle schools for over two (2) years effecting the duties of Instructional Media Technician; thereby, meeting the criteria for reclassification.

DIRECTOR'S RECOMMENDATION:

APPROVE the proposed reclassification of Louis Teran and Lienell E. Spicer positions from Elementary School Library/Media Technician to Instructional Media Technician, effective May 21, 2020.

DOWNEY UNIFIED SCHOOL DISTRICT

Personnel Commission

“Proposed” Meeting Dates for 2020 – 2021

All meetings are held at 4:00 p.m. in the Lloyd L. Stromberg Conference room at the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California, unless otherwise noted.

July 15, 2020

August 19, 2020

September 16, 2020

October 21, 2020

November 18, 2020

December 16, 2020

January 20, 2021

February 17, 2021

March 17, 2021

April 21, 2021

May 19, 2021 (3:30 p.m.)

(Service Pin Awards and Retirement Recognition)
Barbara Riley Community Center Auditorium
7810 Quill Drive, Downey

May 20, 2021 (9:30 a.m.)

(Service Pin Awards and Retirement Recognition for Transportation Personnel)
Transportation Department
12330 Woodruff Avenue, Downey

June 16, 2021

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**RESOLUTION OF COMMENDATION
CLASSIFIED SCHOOL EMPLOYEES' WEEK**

WHEREAS the California State Legislature adopted a resolution in 1986 declaring the third full week of May of each year as **Classified School Employees' Week** recognizing the many outstanding contributions and services provided by Classified school employees; and

WHEREAS Classified school employees provide the invaluable support network of services to the schools and students of the Downey Unified School District; and

WHEREAS Classified school employees are responsible for those activities of the school district that support the instructional programs and make it possible for the teachers to teach and the students to learn in a clean, safe and orderly environment; and

WHEREAS Classified school employees, in their role as a support network for the instruction of students provide services in the classroom, in clerical and office support, in cleaning and maintaining grounds, buildings and surrounding areas, in nutritional meals and snacks for students and staff, in transportation to and from school and for other extra-curricular activities, in the management of departments and systems; and

WHEREAS through their professionalism and skill Classified school employees contribute to the establishment and promotion of a positive environment for learning and always strive for excellence in all their many jobs; and

WHEREAS the Personnel Commission of the Downey Unified School District is proud to be the body responsible for the administration of the Classified employee human resource function;

NOW THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Downey Unified School District hereby recognizes the professionalism of, and wishes to honor the contributions of the Classified employees of the Downey Unified School District and recognizes the week of May 17 – 23, 2020 as Classified School Employees' Week in the Downey Unified School District.

ADOPTED, this 20th day of May, 2020.

Chair, Personnel Commission

Member, Personnel Commission

Member, Personnel Commission