

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

MINUTES

Regular Meeting

November 14, 2018

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, November 14, 2018 at 3:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#75
PLEDGE OF
ALLEGIANCE

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

#76
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#77
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 October 17, 2018.

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

#78
CORRESPONDENCE
RECEIVED

No correspondence was received.

#79
ORAL
COMMUNICATIONS

Ms. Rademaker expressed her pleasure at the Warren High School Administration building being dedicated to Board of Education President, Barbara R. Samperi.

Ms. Rademaker expressed her gratitude to John Kennedy for the recent donations to the District's "Project Lead the Way" and "Teacher Track" programs by way of the Linda Kennedy Memorial Fund.

Ms. Rademaker shared that the new Board of Education member will be Giggy Saab and she will be sworn in at the December 11th Board of Education meeting.

Ms. Rademaker shared that the tour of the Maintenance Department was very interesting and she especially enjoyed that fact that during the summer the Maintenance Department had both male and female Student Helpers working there and that according to the Maintenance Supervisor,

Craig Karli, some of the females outworked the males.

Mr. Kennedy shared that he also enjoyed the tour of the Maintenance Department and felt that it was very impressive.

Mr. Kennedy shared that he attended the Barbara Samperi dedication ceremony at Warren High School and he appreciated that the Food Services Department provided the food and it was very good.

Mr. Kennedy shared that he recently went on an impressive tour of Columbus High School and felt that this continuation school is far superior to others he has visited. He believes that the students there are truly learning and not just being moved through the system towards graduation.

Mr. Kennedy shared that the Mary Stauffer Foundation recently awarded several scholarships to deserving students of the Downey Unified School District (DUSD). The scholarships were presented to middle school students that obtained a 4.0 in the previous school year.

Ms. Lumsdaine shared that she recently worked the mid-term elections and was very impressed with two students that attend Downey High School. They were both seniors in AP Government classes and they were very patient and eager to help the voters.

Ms. Lumsdaine shared that she attended the Anne Frank exhibit at the Stay Gallery and again she was impressed with DUSD students. Some of the middle school students were docents at the exhibit and she was proud of them for taking the time to learn the Anne Frank story and share it with the visitors.

Ms. Lumsdaine thanked Mr. Karli for the tour of the Maintenance Department.

Ms. Lumsdaine acknowledged the attendance of Pam Martinez, President, CSEA Unit I; John Shook, Director, M.O.T. Services; Craig Karli, Maintenance Supervisor; Michael Martinez, Sr. Director, Budget & Finance; Andrea Iacovitti, Asst. Director, Budget & Finance; and all others present.

Ms. Arko shared that the dedication ceremony for Barbara Samperi was excellent and she was also impressed with our Food Services department for providing the reception food and it was very nice.

Ms. Arko was excited to announce that the District will be holding the first ever Leadership Academy for Classified employees. There will be two academies offered. The first is for "Aspiring Leaders" and the other is for "Supervisors" and she is looking forward to having the Commissioners assist in teaching some of the classes.

Ms. Arko shared that the District continues to work on the transition of the previously Unclassified Noon Activity Supervisors to the new Classified classification of Student Supervision Assistants. It will be covered in more detail on the agenda under "Old Business."

Ms. Arko shared that the District will be acquiring the Special Education Local Plan Area (SELPA) program from the Los Angeles County Office of Education (LACOE). DUSD will be working closely with the Special Education department to resume control of the Deaf and Hard of Hearing program. This will be quite a large undertaking and the District will be required to assume several new classifications that do not presently exist along with the LACOE employees currently in those positions. These procedures must be followed as they are outlined in the State of California Education Code. Mr. Kennedy inquired where this new program would be housed. Ms. Arko informed the Commissioners that this program is already being housed at numerous DUSD school sites so the District will basically just be taking over the program and employees from LACOE. The number of new employees is approximately 100 and they will consist of a mixture of Certificated and Classified employees. Ms. Lumsdaine inquired if the funding would also transfer over from LACOE. Ms. Arko wasn't certain, but was confident that some of the funding would transfer over from LACOE. Mr. Martinez provided some clarification and answered questions on how the funding would work.

Ms. Arko informed the Commissioners that the Board of Education approved a retirement incentive for Certificated and Classified employees.

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

#80
PUBLIC HEARD

No one from the public asked to be heard.

#81
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 82-88).

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

#82
RATIFY CERTIFICATION OF
FOOD SERVICE ASST.
ELIGIBILITY LIST

RATIFY certification of Food Service Assistant eligibility list established October 31, 2018.

#83
RATIFY CERTIFICATION OF
GROUNDS TEAM LEADER
ELIGIBILITY LIST

RATIFY certification of Grounds Team Leader eligibility list established October 24, 2018.

#84
RATIFY CERTIFICATION OF
LEAD FOOD SERVICE ASST.
ELIGIBILITY LIST

RATIFY certification of Lead Food Service Assistant eligibility list established October 17, 2018.

- #85
RATIFY CERTIFICATION OF
P.E. & ATHLETIC EQUIP.
ATTEND. ELIGIBILITY LIST
- RATIFY** certification of P.E. & Athletic Equipment Attendant eligibility list established October 30, 2018.
- #86
RATIFY CERTIFICATION OF
SR. INSTRUCT. ASST. -
BEHAVIORALLY
CHALLENGED ELIGIBILITY
LIST
- RATIFY** certification of Senior Instructional Assistant-Behaviorally Challenged eligibility list established October 19, 2018.
- #87
RATIFY CERTIFICATION OF
SR. INSTRUCT. ASST. -
BEHAVIORALLY
CHALLENGED ELIGIBILITY
- RATIFY** certification of Senior Instructional Assistant-Behaviorally Challenged eligibility list established November 2, 2018.
- #88
RATIFY CERTIFICATION OF
SR. INSTRUCT. ASST. -
SEVERELY/MULTIPLY
HAND. ELIGIBILITY LIST
- RATIFY** certification of Senior Instructional Assistant-Severely/ Multiply Handicapped eligibility list established October 23, 2018.
- #89
OLD BUSINESS
- Each of the following recommendations was reviewed by Director Arko prior to approval:
- #90
APPROVE REVISIONS TO
CLASS DESCRIPTION AND
CLASSIFY DUTIES OF
STUDENT SUPERVISION
ASSISTANT
- A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the proposed revisions to the class description and classify the duties of Student Supervision Assistant as established by the Board of Education, placing the classification on proposed Salary Schedule AR 5241.3 effective November 15, 2018.
- #91
NEW BUSINESS
- Each of the following recommendations was reviewed by Director Arko prior to approval:
- #92
HEAR FIRST READING OF
RECOMMENDED CHANGE
TO RULES & REGULATIONS
SECTION #60.600.4 –
NOTICE OF LAYOFF
- Ms. Arko reviewed section #60.600.4 in the Personnel Commission Rules and Regulations to correct the language in regards to Notice of Layoff. The California Education Code §45117 was revised in January 2013 and stipulates that in the event of a layoff, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff. The proposed changes will be an item on the December 19, 2018 agenda for second reading and adoption.
- #93
ANNOUNCE INTENT TO
APPOINT DIANNE
LUMSDAINE TO THE
PERSONNEL COMMISSION
- The intention to appoint Dianne Lumsdaine to the Personnel Commission for a three-year term commencing December 1, 2018 was announced.

- #94
OPEN PUBLIC HEARING IN
THE MATTER OF THE
APPOINTMENT OF DIANNE
LUMSDAINE TO THE
PERSONNEL COMMISSION
- A motion was made by Mr. Kennedy, seconded by Ms. Rademaker, and the motion carried unanimously, to open a Public Hearing in the matter of the appointment of Dianne Lumsdaine to the Personnel Commission for a three-year term commencing December 1, 2018.
- No one from the public asked to be heard.
- #95
CLOSE PUBLIC HEARING
IN THE MATTER OF THE
APPOINTMENT OF DIANNE
LUMSDAINE TO THE
PERSONNEL COMMISSION
- A motion was made by Mr. Kennedy, seconded by Ms. Rademaker, and the motion carried unanimously, to close the hearing.
- #96
APPROVE APPOINTMENT
OF DIANNE LUMSDAINE TO
THE PERSONNEL
COMMISSION
- A motion was made by Ms. Rademaker, and seconded by Mr. Kennedy, and the motion carried unanimously to **APPROVE** the appointment of Dianne Lumsdaine to the Personnel Commission for a three-year term commencing December 1, 2018.
- #97
NEXT REGULAR
MEETING
- The next Regular Meeting of the Personnel Commission will be December 19, 2018 at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #98
CLOSED SESSION
- The Personnel Commission retired to closed session at 3:43 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.
- #99
OPEN SESSION
- The Personnel Commission returned to open session at 4:16 p.m. There were no reportable actions taken during closed session.
- #100
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned at 4:17 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

BethAnn Arko, Director