

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

MINUTES

Regular Meeting

November 18, 2015

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, November 18, 2015 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#146  
PLEDGE OF  
ALLEGIANCE

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

#147  
ROLL

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

Present:	Dianne Lumsdaine Angie Rademaker
Absent:	John Kennedy

#148  
MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Ms. Rademaker, seconded by Ms. Lumsdaine, and the motion carried unanimously, to approve the minutes of the Regular Meeting of October 21, 2015.

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

#149  
CORRESPONDENCE  
RECEIVED

Ms. Arko shared a thank you card received from former Personnel Analyst, Susan Phillips, with the Personnel Commissioners.

#150  
ORAL  
COMMUNICATIONS

Ms. Rademaker shared that she attended the previous nights' Board of Education meeting where a special presentation was made introducing the new Director of Classified Human Resources, BethAnn Arko.

Ms. Lumsdaine mentioned that she also attended the previous nights' Board of Education meeting and expressed her sincere appreciation to the Board, Administration and the Unions for their warm welcome of BethAnn and their support to her during the transition period.

Ms. Lumsdaine acknowledged the attendance of Tod Corrin, President, Board of Education; Dr. John A. Garcia, Jr., Superintendent; Roger Brossmer, Assistant Superintendent, Certificated Human Resources; Pam Martinez, President, C.S.E.A. Unit I; Norma Garcia, Parliamentarian, CSEA Unit I; Beatrice Rosado, Chief Job Steward, C.S.E.A. Unit I; and all others present.

Ms. Arko informed the Commissioners that the office of Classified Human Resources would be closed for the Thanksgiving holiday from Wednesday, November 25<sup>th</sup> through Friday, November 27<sup>th</sup>.

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

#151  
PUBLIC HEARD

Mr. Brossmer commended the Personnel Commission for their selection of Ms. Arko as the new Director of Classified Human Resources and believes she will continue the relationship of all the H.R. team working together.

#152  
CONSENT AGENDA

A motion was made by Ms. Rademaker and seconded by Ms. Lumsdaine, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action Items 153-169).

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

#153  
RATIFY CERTIFICATION  
OF ASSISTANT DIRECTOR,  
TECH. & INFO. SYSTEMS  
ELIGIBILITY LIST

**RATIFY** certification of Assistant Director, Technology & Information Systems eligibility list established October 23, 2015.

#154  
RATIFY CERTIFICATION  
OF FACILITIES/  
CONSTRUCTION MANAGER  
ELIGIBILITY LIST

**RATIFY** certification of Facilities/Construction Manager eligibility list established October 16, 2015.

#155  
RATIFY CERTIFICATION  
OF FOOD SERVICE ASST.  
ELIGIBILITY LIST

**RATIFY** certification of Food Service Assistant eligibility list established October 16, 2015.

#156  
RATIFY CERTIFICATION  
OF FOOD SERVICE  
OPERATIONS COORD.  
ELIGIBILITY LIST

**RATIFY** certification of Food Service Operations Coordinator eligibility list established October 27, 2015.

#157  
RATIFY CERTIFICATION  
OF FOOD SERVICE  
SUPV. I ELIGIBILITY LIST

**RATIFY** certification of Food Service Supervisor I eligibility list established October 22, 2015.

#158  
RATIFY CERTIFICATION  
OF FOOD SERVICE  
SUPV. II ELIGIBILITY LIST

**RATIFY** certification of Food Service Supervisor II eligibility list established October 29, 2015.

#159  
RATIFY CERTIFICATION  
OF FOOD SERVICE  
SUPV. III ELIGIBILITY LIST

**RATIFY** certification of Food Service Supervisor III eligibility list established October 29, 2015.

#160  
RATIFY CERTIFICATION  
OF LEAD CUSTODIAN  
ELIGIBILITY LIST

**RATIFY** certification of Lead Custodian eligibility list established October 16, 2015.

#161  
RATIFY CLASSIFICATION  
OF ONE FOOD SERVICE  
ASSISTANT POSITION

**RATIFY** the classification of one Food Service Assistant position established by the Board of Education, assigned to Downey High School, effective October 14, 2015.

#162  
RATIFY CLASSIFICATION  
OF ONE FOOD SERVICE  
ASSISTANT POSITION

**RATIFY** the classification of one Food Service Assistant position established by the Board of Education, assigned to Stauffer Middle School, effective October 14, 2015.

#163  
RATIFY CLASSIFICATION  
OF ONE FOOD SERVICE  
ASSISTANT POSITION

**RATIFY** the classification of one Food Service Assistant position established by the Board of Education, assigned to Sussman Middle School, effective October 14, 2015.

#164  
RATIFY CLASSIFICATION  
OF ONE INTER. CLERICAL  
ASST.-BIL. POSITION

**RATIFY** the classification of one Intermediate Clerical Assistant-Bilingual position established by the Board of Education, assigned to Lewis Elementary School, effective October 2, 2015.

#165  
APPROVE CLASSIFICATION  
OF ONE LIMITED-TERM  
PAYROLL TECH. POSITION

**APPROVE** the classification of one limited-term Payroll Technician position established by the Board of Education, assigned to the Financial Services Department, effective December 1, 2015 through June 1, 2016.

#166  
RATIFY CLASSIFICATION  
OF ONE SR. PERSONNEL  
ASSISTANT POSITION

**RATIFY** the classification of one Senior Personnel Assistant position established by the Board of Education, assigned to Classified Human Resources, effective October 27, 2015.

#167  
RATIFY CLASSIFICATION  
OF ONE SENIOR  
INSTRUCTIONAL ASST.-  
SEVERELY/MULTIPLY  
HANDICAPPED POSITION

**RATIFY** the classification of one Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, assigned to Imperial Elementary School, effective October 16, 2015.

#168  
RATIFY CLASSIFICATION  
OF ONE SENIOR  
INSTRUCTIONAL ASST.-  
SEVERELY/MULTIPLY  
HANDICAPPED POSITION

**RATIFY** the classification of one Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, assigned to Price Elementary School, effective September 22, 2015.

#169  
RATIFY CLASSIFICATION  
OF ONE SENIOR  
INSTRUCTIONAL ASST.-  
SEVERELY/MULTIPLY  
HANDICAPPED POSITION

**RATIFY** the classification of one Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, assigned to Rio San Gabriel Elementary School, effective October 22, 2015.

#170  
OLD BUSINESS

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

#171  
APPROVE ATTENDANCE  
AND REGISTRATION FEE  
FOR CSPCA CONFERENCE

A motion was made by Ms. Rademaker, seconded by Ms. Lumsdaine, and the motion carried unanimously, to **APPROVE** the attendance and registration fee for John Kennedy, Dianne Lumsdaine, Angie Rademaker, BethAnn Arko, Sandra Carbajal, Sally Hoffman, Joanna Peterson, Linda Ratzlaff and the Personnel Analyst (to be determined), at the 2016 CSPCA Annual Conference in Anaheim, CA, February 25-28, 2016.

Roll-Call Vote

Ayes

Noes

Dianne Lumsdaine

X

Angie Rademaker

X

#172  
NEW BUSINESS

None.

#173  
NEXT REGULAR  
MEETING

A motion was made by Ms. Rademaker and seconded by Ms. Lumsdaine, and the motion was carried unanimously to **APPROVE** the Personnel Commission revised meeting dates for 2015-2016, with amendment.

Roll-Call Vote

Ayes

Noes

Dianne Lumsdaine

X

Angie Rademaker

X

The calendared dates of December 16, 2015 and January 20, 2016, were revised to accommodate conflicts in scheduling with the Commissioners.

The next Regular Meeting of the Personnel Commission will be December 9, 2015, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#174  
CLOSED SESSION

The Personnel Commission retired to closed session at 4:11 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#175  
OPEN SESSION

The Personnel Commission returned to open session at 4:42 p.m. There were no reportable actions taken during closed session.

#176  
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 4:43 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