

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

AGENDA #3

Regular Meeting
Alameda Elementary School
8613 Alameda Street, Downey

3:00 p.m.
September 14, 2016

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 Angie Rademaker.
3. Roll.
4. **HEAR** the presentation from Billie Barrios, Program Administrator, Special Education, giving a glimpse into a day in the life of a paraprofessional.
5. **APPROVE** Minutes of the Regular Meeting of August 24, 2016. 1-5
6. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
7. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
8. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Assistant Network Administrator eligibility list established September 7, 2016. 6
2. **RATIFY** certification of Food Service Assistant eligibility list established August 9, 2016. 7

III. OLD BUSINESS

None.

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)]

IV. NEW BUSINESS

None.

V. NEXT REGULAR MEETING

October 12, 2016 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room.

VI. CLOSED SESSION

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

August 24, 2016

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, August 24, 2016 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#26
PLEDGE OF
ALLEGIANCE

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

#27
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#28
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 July 20, 2016.

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

#29
CORRESPONDENCE
RECEIVED

No correspondence was received.

#30
ORAL
COMMUNICATIONS

Mr. Kennedy mentioned that he attended the Districtwide Staff Development day on August 15, 2016. He felt that getting all District employees together at one time was a great idea. He thought the speaker had a very interesting presentation. Mr. Kennedy shared that he enjoyed the Personnel Commission Annual Report. He commended the Office of Classified Human Resources for the significant quantity of work performed last year which continues to increase every year.

Ms. Rademaker stated that she is very proud to be part of the Downey Unified School District Personnel Commission and also a part of the DUSD family.

Ms. Lumsdaine acknowledged the attendance of Dr. John A. Garcia, Jr., Superintendent; Pam Martinez, President, CSEA Unit I; Sharon Newberg, Chief Negotiator, CSEA Unit I; John Torres, President, CSEA Unit II; Dr. Rena Thompson, Assistant Superintendent, Certificated Human

Resources; John Shook, Director, MOT Services; Michael Martinez, Senior Director, Budget & Finance; Andrea Iacovitti, Asst. Director, Budget & Finance; Paul Deines, Personnel Analyst; and all others present.

Ms. Lumsdaine shared that she too was impressed by the Annual Report and the many tasks that the Classified Human Resources office does to keep things running smoothly and stated that she truly appreciates all the work that they do.

Ms. Arko informed the Commissioners that the Office of Classified Human Resources was very busy ensuring that all new employees were on board in time to attend the Districtwide Staff Development day on August 15th. She stated that it was very successful and that a significant number of Classified employees were required to attend additional training on the afternoon of August 15th and all-day training on August 16th.

Ms. Arko shared that she attended a celebration at Stauffer Middle School that afternoon in honor of Dr. Mary Stauffer's 99th birthday which was coming up on Friday, August 26th.

Ms. Arko informed the Commissioners that C.S.E.A. Unit I wishes to reappoint Ms. Angie Rademaker as the C.S.E.A. appointee to the Personnel Commission. This item will go to the Board of Education meeting on September 9, 2016 and her new term will begin on December 1, 2016.

Ms. Arko shared that the next Personnel Commission meeting will be held in the Library at Alameda Elementary School at 4:00 pm, unless a better time was proposed. She inquired if 3:00 pm would be a better time so that employees at the school site could join them before leaving the site for the day. Ms. Rademaker agreed that 3:00 pm would be a better time to meet. After some discussion regarding what time the school day ended, it was agreed that the start time of the meeting would be 30 minutes after the end of the school day or in this case, 3:00 pm.

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

#31
PUBLIC HEARD

Ms. Debbie Jordan explained that she recently went through the Intermediate School Office Manager recruitment in the hopes of being selected to fill the vacancy at Columbus High School. However, the vacancy was filled by an Administrative Transfer and she stated that she felt the action does not conform to the Merit System principles. Ms. Arko explained that Administrative Transfers are at the discretion of the District and that proper procedures were followed.

Ms. Martinez inquired if the Personnel Commission could post updated agendas on the District website. Ms. Arko responded that it would absolutely be done.

Mr. Torres commended all the Classified HR staff for all their hard work and help this month. He gave his sincere appreciation to all the staff.

Dr. Garcia added his congratulations to the Classified HR office staff for their ability to fill all the open positions in the District that were created as a result of the early retirement incentive at the beginning of the year.

**#32
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 33-38).

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

**#33
RATIFY CERTIFICATION OF
ATTENDANCE/RECORDS
CLERK ELIGIBILITY LIST**

RATIFY certification of Attendance/Records Clerk eligibility list established May 20, 2016.

**#34
RATIFY CERTIFICATION OF
INTER. ACCOUNTING
ASST. ELIGIBILITY LIST**

RATIFY certification of Intermediate Accounting Assistant eligibility list established August 2, 2016.

**#35
RATIFY CERTIFICATION OF
PHYSICAL THERAPIST
ELIGIBILITY LIST**

RATIFY certification of Physical Therapist eligibility list established August 2, 2016.

**#36
RATIFY CERTIFICATION OF
SR. INSTRUCT. ASST. -
BEHAVIORALLY
CHALLENGED ELIGIBILITY
LIST**

RATIFY certification of Senior Instructional Assistant-Behaviorally Challenged eligibility list established July 15, 2016.

**#37
RATIFY CERTIFICATION OF
SR. INSTRUCT. ASST. -
SEVERELY/MULTIPLY
HANDICAPPED ELIGIBILITY
LIST**

RATIFY certification of Senior Instructional Assistant-Severely/ Multiply Handicapped eligibility list established July 15, 2016.

**#38
RATIFY CLASSIFICATION
OF ONE INTER. CLERICAL
ASST. POSITION**

RATIFY the classification of one Intermediate Clerical Assistant position established by the Board of Education, assigned to Downey Adult School, effective April 25, 2016.

#39
OLD BUSINESS

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

#40
ADOPT AMENDMENT
OF PERSONNEL
COMMISSION RULE
#60.100.1 (A) – DURATION
OF PROBATION

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **ADOPT** amendment of Personnel Commission Rule #60.100.1. – Duration of Probation.

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

#41
ADOPT AMENDMENT
OF PERSONNEL
COMMISSION RULE
#60.500.1 (L) – VACATION

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **ADOPT** amendment of Personnel Commission Rule #60.500.1. – Vacation.

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

#42
NEW BUSINESS

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

#43
RECEIVE AND APPROVE
THE FIFTIETH ANNUAL
REPORT

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **RECEIVE** and **APPROVE** the Fiftieth Annual Report of the Personnel Commission to the Board of Education.

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

#44
APPROVE PERSONNEL
COMMISSION AMENDED
MEETING DATES FOR
2016-2017

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the Personnel Commission meeting dates for 2016-2017 as amended.

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

#45
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be September 14, 2016, at 3:00 p.m., in the Library at Alameda Elementary School, 8613 Alameda Street, Downey, California.

#46
CLOSED SESSION

The Personnel Commission retired to closed session at 4:29 p.m. 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 5:08 p.m. There were no reportable actions taken during closed session.

**#48
ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 5:09 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 September 14, 2016

Eligibility List Established September 7, 2016

for the Classification of
Assistant Network Administrator

"P" = Promo.

"O" = Open

	Rank	Name
P	1	Stephen Knorr
P	2	Kleanthi Moci
O	2	Ronald Jacquez
O	3	Kevin Lake
P	4	Charlie Rhim

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification September 14, 2016

Eligibility List Established August 9, 2016

for Classification of

FOOD SERVICE ASSISTANT

"P" = Promo.

"O" = Open

Rank

Name

O	1	Dennis A. Hernandez
O	1	Herberth C. Baldelomar
O	1	Pamela M. Williams
O	1	Elizabeth Ramirez
O	1	Theresa Olsen
O	2	Tiffany Leon
O	2	Claudia Osuna
O	2	Kathy Lopez
O	2	Linda Chavez
O	3	Jai-Mel Blackmon
O	4	Manoj S. Kukreja