

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

AGENDA #3

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
September 20, 2017

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 August 16, 2017. 1-4
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.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Buyer eligibility list established August 14, 2017. 5
2. **RATIFY** certification of Occupational Therapist eligibility list established August 15, 2017. 6
3. **RATIFY** the classification of one Custodian, A-Shift position established by the Board of Education, assigned to the Food Services Department, effective August 9, 2017. 7
4. **RATIFY** the classification of one Limited-Term Intermediate Clerical Assistant-Bilingual position established by the Board of Education, assigned to Downey High School, effective August 7, 2017 through August 11, 2017. 8

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)]

ADDENDUM
PAGE NO.

5. **RATIFY** the classification of one Senior Instructional Assistant position established by the Board of Education, assigned to Griffiths Middle School, effective August 1, 2017. 9
 6. **RATIFY** the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Griffiths Middle School, effective July 5, 2017. 10
 7. **RATIFY** the classification of three Senior Instructional Assistant-Behaviorally Challenged positions established by the Board of Education, assigned to Rio San Gabriel Elementary School, effective August 15, 2017. 11
 8. **RATIFY** the classification of one Senior Instructional Assistant position established by the Board of Education, assigned to Stauffer Middle School, effective August 1, 2017. 12
 9. **RATIFY** the classification of one Senior Instructional Assistant position established by the Board of Education, assigned to Stauffer Middle School, effective August 1, 2017. 13
- III. OLD BUSINESS
- None.
- IV. NEW BUSINESS
1. **REVIEW** of 2016-2017 Personnel Commission budget. 14
- V. NEXT REGULAR MEETING
- October 18, 2017 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 16, 2017

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, August 16, 2017 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#28
PLEDGE OF
ALLEGIANCE

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

#29
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#30
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 19, 2017.

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

#31
CORRESPONDENCE
RECEIVED

No correspondence was received.

#32
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the mandatory Mandated Reporters/Child Abuse training on Tuesday, August 15th and she thought it was very well presented and attended.

Mr. Kennedy hoped everyone had a great first day of school. He shared that he also attended the Mandated Reporters/Child Abuse training on the 15th. He also shared that Dr. Mary Stauffer would be turning 100 on Saturday, August 26th. A celebration will be held for her at Stauffer Middle School on Wednesday, August 24th. In addition, the Columbia Memorial Space Center will be holding a birthday celebration for Dr. Stauffer on Sunday, August 27th at 12:00 pm. He invited all to attend.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Superintendent; Dr. Rena Thompson, Assistant Superintendent, Certificated Human Resources; Roger Brossmer, Assistant Superintendent, Secondary Educational Services; Pam Martinez,

President, CSEA Unit I; Norma Garcia, Parliamentarian, CSEA Unit I; Sharon Newberg, Chief Negotiator, CSEA Unit I; John Torres, President, CSEA Unit II; John Shook, Director, MOT Services; Quinton Riles, Operations Supervisor; Andrea Iacovitti, Asst. Director, Budget & Finance; and all others present.

Ms. Arko shared that the first day of school had been a bit challenging due to some last-minute transfers requested by the Special Education Department, but other than that it was a good day.

Ms. Arko shared that she and members of her staff attended the annual Office Staff Training on Thursday, August 3rd and it covered topics such as CFRA/Child Bonding Leave, Chalk Forms, AESOP, and Workers' Compensation. In addition, there was active shooter training in the afternoon and it was very well received.

Ms. Arko related that she and a couple of members of her staff attended the District Leadership Institute on Friday, August 4th and it was very fun. Several teambuilding events were planned and enjoyed by all.

Ms. Arko shared that the District recently negotiated with Unit 1 and that the meeting concluded in 17 minutes. It was all very positive.

Ms. Arko expressed her sincere appreciation to the Classified Human Resources staff and how proud she is of them and all their hard work.

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

#33
PUBLIC HEARD

Mr. Torres congratulated the District and Unit 1 on a successful and speedy negotiations.

Ms. Newberg also commented how smoothly negotiations went and that everyone worked as a team to come up with new language. She also thanked Dr. Garcia for agreeing to provide her members with the Strengths Finder training led by Dr. Rena Thompson.

#34
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 35-37).

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

#35
RATIFY CERTIFICATION OF
ATTEND./RECORDS CLERK
ELIGIBILITY LIST

RATIFY certification of Attendance/Records Clerk – Bilingual/Bi-Literate eligibility list established July 12, 2017.

#36
RATIFY CERTIFICATION OF
REGISTERED BEHAVIOR
TECHNICIAN ELIGIBILITY
LIST

RATIFY certification of Registered Behavior Technician eligibility list established August 7, 2017.

#37
RATIFY CLASSIFICATION
OF ONE BUYER POSITION

RATIFY the classification of one Buyer position established by the Board of Education, assigned to the Food Services Department, effective August 1, 2017.

#38
OLD BUSINESS

#39
DISCUSS POSSIBLE
METHODS TO MANAGE
LARGE APPLICANT POOLS

Ms. Arko discussed the methods the District has employed in an attempt to manage the large applicant pools. One method has been to raise the pass points to produce a manageable pool of candidates while maintaining a level of candidate that is highly qualified. Another method employed is to advertise the recruitment for the required fifteen days as per the Education Code, but only accepting applications on the last day. In spite of these efforts, we continue to receive large quantities of applications for the most popular recruitments. Personnel Analyst, Paul Deines, suggested that since we are a school district, maybe we can grade the results of our exams on a "curve." Ms. Lumsdaine believed that this was a good idea. Ms. Rademaker inquired if this would bring the pass points down. Mr. Deines responded that this would not change the pass points, but that it would better explain how we have arrived at a particular number. He further explained that the only way to lower the pass points would be to limit the number of applicants taking the tests. Ms. Rademaker inquired if we could just limit the number of applications to the first 100 applicants. She stated that she felt that with the high pass points, there were many very good classified employees that would do very well in a particular position, but might not receive a grade as high as 95% and therefore not continue on to the next round. Ms. Arko responded that we did attempt this strategy, most recently with the Intermediate Clerical Assistant recruitment, and still found ourselves having to set a high pass point due to the high number of highly-qualified applicants that did well on the written exam. Mr. Deines informed the Commissioners that there are other possible testing methods that the District is exploring to see if this can help narrow the testing pool and hopefully allow more people to be successful in the examination process. Ms. Arko explained that these potential testing methods would not be helpful for entry-level positions but were better suited for higher-level positions. She stated that it is still a work in progress.

#40
NEW BUSINESS

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

#41
RECEIVE AND APPROVE
THE FIFTY-FIRST 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 Fifty-First 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	

- #42
NEXT REGULAR
MEETING
- The next Regular Meeting of the Personnel Commission will be September 20, 2017, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #43
CLOSED SESSION
- The Personnel Commission retired to closed session at 4:35 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.
- #44
OPEN SESSION
- The Personnel Commission returned to open session at 5:10 p.m. There were no reportable actions taken during closed session.
- #45
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned in memory of Nathan Bitters, Substitute Senior Instructional Assistant with the District for over nine years, at 5:11 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 20, 2017

Eligibility List Established August 14, 2017

for the Classification of

Buyer

"P" = Promo. "O" = Open	Rank	Name
P	1	Danny Jimenez
P	1	Barbara Savage
P	2	Devon France
O	3	Roberta Davis
O	3	Andres Vergara
O	3	Jay Brown
O	4	Jake Lowe
O	4	Amy Paris
O	5	Lino Vallejo
O	5	Angelica DeSantiago
O	5	Miriam Cervantes
O	5	Jeremy Cisneros
O	5	Frank Baca
O	5	Gladys Elizondo

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification September 20, 2017

Eligibility List Established August 15, 2017

for the Classification of

Occupational Therapist

"P" = Promo. "O" = Open	Rank	Name
O	1	Kathryn Haas
O	2	Esther Kaminetzky
O	2	Jessica Jordan
O	2	Leilua Satele
O	2	Judy Kim
O	2	Kay Momon
O	3	Elle Mustion
O	4	Geneva Gutierrez Vasquez
O	4	Robert Fishman

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

DATE: September 5, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW A-SHIFT CUSTODIAN POSITION

ACTION ITEM

We have received a request from Christine Wood, Director, Food Services, to establish one new position with duties corresponding to the current classification of Custodian, A-Shift. This position is being requested to provide assistance at Columbus High School to meet the custodial needs of the cafeteria during the A-Shift.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new position with duties corresponding to the current classification of Custodian, A-Shift, assigned to the Food Services Department, eight hours per day, eleven months per year, at range 115, \$3,208 to \$3,897 per month, effective August 9, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Custodian, A-Shift, assigned to the Food Services Department, eight hours per day, eleven months per year, at range 115, \$3,208 to \$3,897 per month, effective August 9, 2017.

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

DATE: September 5, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW LIMITED-TERM POSITION
(INTERMEDIATE CLERICAL ASSISTANT)

ACTION ITEM

We have received a request from Tom Houts, Principal, Downey High School, to establish one new limited-term position with duties corresponding to the current classification of Intermediate Clerical Assistant-Bilingual. This position is needed to provide clerical support to the Registrar during the enrollment period for incoming freshman.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new limited-term position with duties corresponding to the current classification of Intermediate Clerical Assistant-Bilingual, assigned to Downey High School, at range 715, \$3,280 - \$3,992 per month, eight hours per day, effective August 7, 2017 through August 11, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Intermediate Clerical Assistant-Bilingual, assigned to Downey High School, at range 715, \$3,280 - \$3,992 per month, eight hours per day, effective August 7, 2017 through August 11, 2017.

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

DATE: September 5, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL ASSISTANT)

ACTION ITEM

We have received a request from Reynaldo Vargas Jr., Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant. This new position is being created to provide behavioral support to special needs students in the newly created RSP classroom at Griffiths Middle School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Griffiths Middle School, six and one-half hours per day, ten months per year, at range 115, \$2,976 - \$3,617 per month, effective August 1, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Griffiths Middle School, six and one-half hours per day, ten months per year, at range 115, \$2,976 - \$3,617 per month, effective August 1, 2017.

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

DATE: September 5, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED)

ACTION ITEM

We have received a request from Reynaldo Vargas Jr., Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. This new position is being created to provide behavioral support to special needs students in the new self-contained classroom at Griffiths Middle School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Griffiths Middle School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective July 5, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Griffiths Middle School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective July 5, 2017.

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

DATE: September 5, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (SENIOR
INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED)

ACTION ITEM

We have received a request from Anthony Mercado, Program Administrator, Special Education, to establish three new positions with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. These new positions are being created to provide behavioral support to special needs students in the newly created SBC classrooms at Rio San Gabriel Elementary School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Rio San Gabriel Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective August 15, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of three new positions with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Rio San Gabriel Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective August 15, 2017.

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

DATE: September 5, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL ASSISTANT)

ACTION ITEM

We have received a request from Reynaldo Vargas Jr., Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant. This new position is being created to provide behavioral support to special needs students in the newly created RSP classroom at Stauffer Middle School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Stauffer Middle School, six and one-half hours per day, ten months per year, at range 115, \$2,976 - \$3,617 per month, effective August 1, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Stauffer Middle School, six and one-half hours per day, ten months per year, at range 115, \$2,976 - \$3,617 per month, effective August 1, 2017.

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

DATE: September 5, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL ASSISTANT)

ACTION ITEM

We have received a request from Reynaldo Vargas Jr., Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant. This new position is being created to provide behavioral support to special needs students in the newly created SDC classroom at Stauffer Middle School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Stauffer Middle School, six and one-half hours per day, ten months per year, at range 115, \$2,976 - \$3,617 per month, effective August 1, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Stauffer Middle School, six and one-half hours per day, ten months per year, at range 115, \$2,976 - \$3,617 per month, effective August 1, 2017.

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
2016-17 Budget Review**

Acct No.	Description	2017-2018	2016-2017	2016-2017	2016-2017
2000	Classified Salaries		Budget	Actual	Variance
2301	Personnel Commission	2,400	2,400	1,800	600
2303	*Personnel Director	141,840	130,041	133,539	-3,498
	* Personnel Analyst	90,792	89,016	90,792	-1,776
	Subtotal:	235,032	221,457	226,131	-4,674
2404	Staff:				
	* Sr. Secretary	63,468	62,220	69,823	-7,603
	* Sr. Personnel Assistants (2)	108,252	97,764	106,599	-8,835
	* Personnel Assistant	53,964	52,956	58,993	-6,037
	Substitute and Special Assignments	4,525	4,525	0	4,525
	Subtotal:	230,209	217,465	235,415	-17,950
2442	Salaries O/T	0	0	12,983	-12,983
	2000 Subtotal:	465,241	438,922	474,529	-35,607

3000 Employee Benefits

3212	* Retirement – PERS	72,414	56,376	61,420	-5,044
3312	* OASDI	27,117	26,932	27,469	-537
3332	* Medicare	6,681	6,299	6,485	-186
3342	* APPLE Plan for Subs	113	113	0	113
3412	Health Insurance	133,341	176,183	129,457	46,726
3512	* Unemployment Insurance	230	217	224	-7
3612	* Worker's Compensation Insurance	7,371	6,950	7,329	-379
	3000 Subtotal:	247,267	273,070	232,384	40,686

4000 Books, Supplies & Other Equipment

4310	Supplies, Equipment (under \$500) & Printing	8,600	8,600	15,056	-6,456
	Employee Recognition Program	8,000	8,000	0	8,000
4400	Equipment - non-capitalized (\$500-\$4999)	3,900	3,900	0	3,900
	4000 Subtotal:	20,500	20,500	15,056	5,444

5000 Contracted Services

5215	Mileage	900	900	900	0
5216	Mileage / Raters	200	200	0	200
5250	Travel/Conference	4,000	4,000	0	4,000
	Staff Development-Pers. Comm. Employees	1,500	1,500	7,212	-5,712
5310	Memberships	6,290	6,290	4,790	1,500
5612	Service Agreements	2,400	1,200	1,410	-210
5630	Repairs, Equipment	1,000	1,000	250	750
5715	Duplication Costs – Communications Center	1,667	1,667	640	1,027
5804	Consultants	3,000	3,000	2,206	794
5815	Software Support and Upgrade	13,000	10,000	9,372	628
5830	Personnel Advertising	1,800	1,500	0	1,500
5860	Fingerprinting	22,000	22,000	17,867	4,133
5861	Medical Examinations	12,000	12,000	14,438	-2,438
5862	TB Screening	3,000	2,000	4,099	-2,099
5890	Professional Assistance	2,000	2,000	0	2,000
	District Inservice Education – Prof. Growth	1,500	1,500	916	584
	Training and Development	2,000	2,000	1,885	115
5891	Panel / Rater Expenditures	1,600	1,600	1,255	345
	5000 Subtotal:	79,857	74,357	67,241	7,116
	TOTAL:	812,865	806,849	789,210	17,639

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

Prepared August 2017