

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

MINUTES

Regular Meeting

November 18, 2020

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, 2020 at 4:00 p.m. via Zoom video conference.

#70
PLEDGE OF
ALLEGIANCE

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

#71
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#72
MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously, to approve the minutes of the Regular Meeting of October 21, 2020.

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

#73
CORRESPONDENCE
RECEIVED

No correspondence was received.

#74
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the Board of Education meeting held on Tuesday, November 10th. She expressed how proud she is of all that Downey Unified is doing for its students, especially the over 25,000 meals distributed to students during the month of October 2020.

Ms. Rademaker shared that Ward Elementary School received the National Blue Ribbon award for 2020, which is the first in the District's history.

Ms. Rademaker thanked Dr. Mary Stauffer and Mr. John Kennedy for their gracious scholarships awarded to the students of Downey Unified School District.

Mr. Kennedy congratulated the new Board of Education members and thanked Mr. Jose Rodriguez for attending the Personnel Commission meeting.

Mr. Kennedy shared that Downey High School teacher Glenn Yamasaki enrolled some of his students in a 3-D printer contest put on by a local business. One of the students from Downey High placed third out of 575 students that participated and was awarded \$100. In addition, Mr. Yamasaki was given the opportunity to enroll 30 students into an online 3-D printer certification course.

Mr. Kennedy congratulated the recipients of the Teacher and Principal grants from the Dr. Mary Stauffer Foundation.

Ms. Lumsdaine thanked Messrs. LaPlante and Corrin for their many years of service to the District as members of the Board of Education and wished them well in their retirement years.

Ms. Lumsdaine also congratulated Ms. Rademaker and all the candidates that ran for the school board for having well-run campaigns.

Ms. Lumsdaine wished everyone a Happy Thanksgiving.

Ms. Lumsdaine acknowledged the attendance of Donald LaPlante, President, Board of Education (via Zoom); Tod Corrin, Vice President, Board of Education (via Zoom); Jose Rodriguez, Member-Elect, Board of Education; Dr. John Garcia, Superintendent; Alyda Mir, Assistant Superintendent, Certificated Human Resources; Chris Nezzar, Chief Technology Officer; and all others present via Zoom.

Ms. Arko shared that the new Personnel Analyst, Jaimie Valdez, will be starting with the District on Tuesday, December 1st. She stated that Ms. Valdez is coming to DUSD from the Garden Grove Unified School District with much knowledge and experience.

Ms. Arko shared that for the safety of the Personnel Commission staff, the office will begin utilizing a weekly rotation schedule in order to prevent the entire office from having to shut down in the event of a COVID-19 exposure.

Ms. Arko proposed, out of an abundance of caution, to either hold the December Personnel Commission meeting strictly through Zoom or cancel the December meeting, due to the increased number of COVID-19 cases in Los Angeles County. Ms. Arko informed the Commissioners that there was no pressing business that needed to be attended to in December and any items that did present themselves could be handled by a Special Meeting if necessary. Ms. Lumsdaine agreed that going dark in December was the best course of action to prevent any unnecessary exposure. Commissioners Kennedy and Rademaker concurred.

Ms. Arko thanked both Jamieka Johnson and Sandra Carbajal for their hard work and determination in keeping the recruitments moving forward during the recruitment of the new Personnel Analyst.

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

#75
PUBLIC HEARD

Dr. Garcia thanked Downey High School teacher Glenn Yamasaki for his continued support of his students which reminded him of the commitment from the Board of Education to ensure that all students graduate with a 21st Century education that ensures they are college and career ready, globally competitive and citizens of strong character. He stated he believes that vision is what drives Downey Unified School District to do all that they can for their students.

Dr. Garcia shared that the COVID-19 numbers for Los Angeles County reflect that we are not headed in the right direction. He anticipates that with the holidays coming up, we will see a surge in cases instead of a decline. As such, he is quite certain that the District will not be meeting the January 4th target date for students to return to the classroom. He stated that the Board of Education will continue to monitor the situation.

Dr. Garcia shared that the District has increased the number of employees working remotely from home with the goal of limiting exposure. He stated that some departments have utilized a rotation schedule and that is also being encouraged.

Mrs. Lumsdaine thanked Dr. Garcia for the update and for all that the District is doing to ensure the health and safety of their students and staff.

Mr. Kennedy inquired if the California Interscholastic Federation (CIF) had sent out their guidelines on high school sports yet. Dr. Garcia responded that the guidelines from CIF have been postponed until Governor Newsom's update regarding which tier Los Angeles County is in. He believes we should be receiving the guidelines within the next two weeks.

Dr. Garcia praised the outstanding job the Office of Classified Human Resources has done in securing new employment, with the District, for the recently laid off employees. He also thanked the Board of Education for always advocating for them and urging the District to find suitable employment for these laid off employees.

#76
CONSENT AGENDA

A motion was made by Ms. Rademaker and seconded by Mr. Kennedy, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action Items 77-86).

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

#77
RATIFY CERTIFICATION OF
FACILITIES PROGRAM
MANAGER ELIGIBILITY LIST

RATIFY certification of Facilities Program Manager eligibility list established October 23, 2020.

#78
RATIFY CERTIFICATION OF
FINANCIAL AID TECHNICIAN
ELIGIBILITY LIST

RATIFY certification of Financial Aid Technician eligibility list established October 19, 2020.

- #79
RATIFY CERTIFICATION OF
OCCUPATIONAL THERAPIST
ELIGIBILITY LIST
- RATIFY** certification of Occupational Therapist eligibility list established October 16, 2020.
- #80
RATIFY CERTIFICATION OF
PERSONNEL ANALYST
ELIGIBILITY LIST
- RATIFY** certification of Personnel Analyst eligibility list established October 21, 2020.
- #81
RATIFY CERTIFICATION OF
SR. ACCOUNTING TECH.
ELIGIBILITY LIST
- RATIFY** certification of Senior Accounting Technician eligibility list established October 30, 2020.
- #82
RATIFY CERTIFICATION OF
SR. CLERICAL ASSISTANT
ELIGIBILITY LIST
- RATIFY** certification of Senior Clerical Assistant eligibility list established October 29, 2020.
- #83
RATIFY CERTIFICATION OF
SR. CLERICAL ASSISTANT-
BILINGUAL/BI-LITERATE
ELIGIBILITY LIST
- RATIFY** certification of Senior Clerical Assistant-Bilingual/Bi-Literate eligibility list established October 29, 2020.
- #84
RATIFY CLASSIFICATION
OF ONE SR. INSTRUCT.
ASST. POSITION
- RATIFY** the classification of one Senior Instructional Assistant position established by the Board of Education, assigned to Warren High School, effective August 10, 2020.
- #85
RATIFY CLASSIFICATION
OF ONE SR. INSTRUCT.
ASST.-BEHAVIORALLY
CHALLENGED POSITION
- RATIFY** the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Gauldin Elementary School, effective July 16, 2020.
- #86
RATIFY CLASSIFICATION
OF 18 STUDENT SUPV.
ASST. POSITIONS
- RATIFY** the classification of 18 Student Supervision Assistant positions established by the Board of Education, assigned to the Early Education & Extended Learning Programs, effective September 21, 2020.
- #87
OLD BUSINESS
- None.
- #88
NEW BUSINESS
- None.
- #89
NEXT REGULAR
MEETING
- The next Regular Meeting of the Personnel Commission will be January 20, 2021, at 4:00 p.m., in the District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, CA 90241.

#90
CLOSED SESSION

The Personnel Commission retired to closed session at 4:32 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#91
OPEN SESSION

The Personnel Commission returned to open session at 5:16 p.m. There were no reportable actions taken during closed session.

#92
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 5:17 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

BethAnn Arko, Director