

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

AGENDA #8

Regular Meeting
District Conference Center-A (DCC-A)

4:00 p.m.
March 17, 2021

In accordance with Governor Newsom's Executive Order N-29-20, and as a response to mitigate the spread of Coronavirus known as COVID-19 by practicing social distancing, the Meeting of the Personnel Commission scheduled for Wednesday, March 17, 2021 at 4:00 pm will be conducted virtually. There will be no public meeting space. To connect to the meeting electronically or telephonically, see information below:

The link to join the Personnel Commission meeting online is:

[Meeting ID: 201 156 0722](#)

Password: 7CgVKL

and will be made active at 4:00 pm on March 17, 2021.

To connect to the meeting by telephone, see information below:

(408) 638-0968 or (669) 900-6833

Meeting ID: 201 156 0722

Passcode: 469731

Public comments may be submitted by email (only). Persons who want to comment on topics not included on the agenda or comment on agenda topics are invited to submit comments via email to: barko@dusd.net on or before the date of the meeting by 2:00 p.m. All public comments will be read into the record at the meeting. Please limit comments to 300 words or less (3 minutes).

In compliance with the American Disabilities Act, those requiring special assistance to access the Personnel Commission meeting room or written documents being discussed at the Personnel Commission meeting or to otherwise participate at Personnel Commission Meetings, please contact the Director, Classified Human Resources, BethAnn Arko, at barko@dusd.net at least 48 hours prior to the meeting so we can accommodate reasonable requests.

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 February 17, 2021.

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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)]

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 Payroll Technician eligibility list established February 23, 2021. 5
2. **REMOVE** candidate #7503776 from the Attendance/Records Clerk - Bilingual/Bi-literate eligibility list and from further consideration as a Downey Unified School District substitute or regular employee. 6

III. OLD BUSINESS

None.

IV. NEW BUSINESS

1. **DISCUSS** 2021 Service Pin Awards & Retirement Ceremony.

V. NEXT REGULAR MEETING

April 21, 2021 at 4:00 p.m. in the District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, CA 90241.

VI. CLOSED SESSION

1. Potential Litigation
2. Classified Employee Discipline/Dismissal/Release
3. 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

February 17, 2021

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, February 17, 2021 at 4:00 p.m. in the District Conference Center-A (DCC-A), 11627 Brookshire Avenue, Downey, California and via Zoom video conference.

#114
PLEDGE OF
ALLEGIANCE

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

#115
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#116
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 January 27, 2021.

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

#117
CORRESPONDENCE
RECEIVED

No correspondence was received.

#118
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the recent Board of Education meeting via Zoom. She stated that she is very thankful for all that Dr. Garcia and the Board of Education are doing to keep the students and their parents informed during this pandemic.

Ms. Rademaker also shared that she was recently elected as the 4th Vice President of Education and Legislation for the Downey Council PTA board. She is looking forward to the partnership with the Downey Unified School District.

Mr. Kennedy shared that he also attended the recent Board of Education meeting via Zoom. He thanked Mr. John Harris, Director of College & Career Readiness, for clarifying the graduation requirements that were erroneously reported in the Downey Patriot newspaper.

Mr. Kennedy stated that he was very saddened by the news that Dr. Mary Stauffer had passed away. He shared that her foundation had gifted approximately 4 million dollars in scholarships over the years. He expressed how truly missed she will be and that she will always be a part of the Downey Unified School District family.

Ms. Lumsdaine echoed Mr. Kennedy's sentiments at the loss of Dr. Mary Stauffer and stated that she was truly a treasure to the City of Downey and the Downey Unified School District.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Superintendent; Alyda Mir, Assistant Superintendent, Certificated Human Resources; Peggie Chessner, President, CSEA Unit I; John Shook, Director, M.O.T. Services (via Zoom); Quinton Riles, Operations Supervisor, Operations (via Zoom); Michael Martinez, Senior Director, Budget & Finance (via Zoom); Andrea Iacovitti, Assistant Director, Budget & Finance; and all others present via Zoom.

Ms. Arko shared that the Personnel Commission staff has been coming in on a rotation basis and that most of the testing has been taking place online. She stated that they are ramping up to fill the vacant positions in anticipation of the District school sites reopening.

Ms. Akro shared that the Professional Growth Saturday Workshop has been scheduled for Saturday, April 17, 2021. She stated that this workshop will be 100% via Zoom.

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

#119
PUBLIC HEARD

Dr. Garcia shared that the District had its weekly phone call with Dr. Gilchick of the Los Angeles County Department of Public Health and it appears that the TK-5 classes are very close to being able to reopen to in-person learning. He shared that a Special Board of Education meeting has been scheduled for Thursday, February 18, 2021, to discuss how the District will proceed in order to meet all the requirements for a safe return to school. He stressed that the District is working diligently to be ready when the approval for in-person learning is given.

Dr. Garcia shared that the District has been able to provide vaccines to all their 65+ employees and are working hard to obtain more doses for the District staff interested in receiving it. It is his understanding that educators are the next group that will be allowed to receive the vaccine and he is very excited about the prospects of the District staff having the ability to receive the vaccine, if they choose to do so.

#120
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 Item 121).

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

#121
RATIFY CERTIFICATION OF
ATTEND./RECORDS CLERK
BILINGUAL/BI-LITERATE
ELIGIBILITY LIST

RATIFY certification of Attendance/Records Clerk Bilingual/Bi-Literate eligibility list established February 9, 2021.

#122
OLD BUSINESS

None.

#123
NEW BUSINESS

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

#124
APPROVE PROPOSED
NEW CLASSIFICATION OF
FACILITIES CONSTRUCTION
COORDINATOR

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to **APPROVE** the proposed new classification of Facilities Construction Coordinator as attached with placement of the classification on the Classified Management Salary Schedule at Range 120 (\$6,365 - \$7,739 per month), effective February 18, 2021.

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

#125
APPROVE PROPOSED
NEW CLASSIFICATION OF
COMMUNICATIONS
SPECIALIST

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to **APPROVE** the proposed new classification of Communications Specialist with the salary placement on the Unit I Salary Schedule Range 200 (\$4,959 - \$6,029 per month), effective February 18, 2021.

#126
DISCUSS STATE ASSEMBLY
BILL AB289 (CALDERON)

A discussion was held regarding State Assembly Bill AB289 (Calderon), to support the adoption and termination of a merit system in a school district or community college district by a majority vote of its classified employees or by a majority of the voting electors of the school district or community college district, as provided. The Commission directed the staff to create a letter to support AB289 and the Personnel Commissioners will sign it.

#127
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be March 17, 2021, at 4:00 p.m., in the District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, CA 90241.

#128
CLOSED SESSION

The Personnel Commission retired to closed session at 4:43 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#129
OPEN SESSION

The Personnel Commission returned to open session at 5:04 p.m. There were no reportable actions taken during closed session.

#130
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in memory of William “Bill” Bernard, Brother-in-law of Nancy Swenson, Board of Education member; Harry Niethamer, Father of Dianne Lumsdaine, Personnel Commissioner; Dr. Edward Potter, Retired Assistant Superintendent, Certificated Human Resources; Allan Sussman, Brother of Dr. Edward Sussman, Retired Superintendent; Brittany Davis, Daughter of Vicki Davis, Senior Instructional Assistant; Irma Guevara, Aunt of Dr. John Garcia, Jr., Superintendent; and Dr. Mary Stauffer, Benefactor to the Downey Unified School District, at 5:05 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 on March 17, 2021

Eligibility List Established on February 23, 2021

PAYROLL TECHNICIAN

**OPEN/PROM
RECRUITMENT**

Date Range of Eligibility List: 2/23/2021 – 2/22/2022

Recruitment Process

Applications Received and Screened:	280
Passed App. Screen & Invited to Written Exam:	121
Took Written Exam:	82
Passed Written & Invited to second Written:	18
Took second Written Exam:	15
Passed Written & Invited to QAI:	7
Took the QAI:	7
Passed QAI & Ranked on List:	7

Number of Eligible Candidates per Rank

Rank 1:	1
Rank 2:	1
Rank 3:	5

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

MEMORANDUM

DATE: March 17, 2021

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources
Prepared by Jaimie Valdez, Personnel Analyst

**SUBJECT: REMOVAL OF ELIGIBLE CANDIDATE FROM ATTENDANCE/
RECORDS CLERK - BILINGUAL/BI-LITERATE ELIGIBILITY LIST**

ACTION ITEM

Eligible candidate #7503776 on the Attendance/Records Clerk - Bilingual/Bi-literate eligibility list failed a recent pre-employment background check with the Department of Justice.

The following Rules and Regulations of the Classified Service provide for the disqualification of candidates based on a variety of employment standards:

- Rule 50.200.6 Removal of Names from Eligibility Lists
- Rule 40.100.3 Elimination of Unfit Applicants, Candidates and Eligibles

“An applicant or candidate may be refused examination, and an eligible may be refused certification or appointment, for any of the following reasons: (A-P)”

DIRECTOR’S RECOMMENDATION

Remove candidate #7503776 from the Attendance/Records Clerk - Bilingual/Bi-literate eligibility list and from further consideration as a Downey Unified School District substitute or regular employee.