

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

AGENDA #7

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

4:00 p.m.
February 16, 2022

Meeting can be attended in person or viewed electronically.

In-Person Attendance:

Attend in person, limited number, on a first come, first served basis at:
District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, CA 90241

The link to join the Personnel Commission meeting electronically is:

[Meeting ID: 201 156 0722](#)

Password: 7CgVKL

and will be made active at 4:00 pm on February 16, 2022.

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

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

Meeting ID: 201 156 0722

Passcode: 469731

In-Person Public Comment: Persons who want to comment on agendized items or topics not included on the agenda are requested, but not required, to provide name and subject matter upon which you wish to speak. Please limit your comments to no more than three (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.

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 48 hours in advance of the meeting.
[Government Code §54954.2(a)(1)]

4. **APPROVE** Minutes of the Regular Meeting of January 19, 2022. 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 Assistant to the Superintendent/Board of Education eligibility list established February 8, 2022. 5
 2. **RATIFY** certification of College and Career Technician eligibility list established February 1, 2022. 6
 3. **RATIFY** certification of **CORRECTED** Food Service Assistant eligibility list established January 27, 2022. 7
 4. **RATIFY** certification of Senior Instructional Assistant-Behavior eligibility list established February 8, 2022. 8
 5. **RATIFY** certification of Speech Language Pathology Assistant eligibility list established January 24, 2022. 9
- III. OLD BUSINESS
- None.
- IV. NEW BUSINESS
- None.
- V. NEXT REGULAR MEETING
- March 16, 2022 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

January 19, 2022

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, January 19, 2022 at 4:00 p.m. in the District Conference Center-A (DCC-A), 11627 Brookshire Avenue, Downey, California and via Zoom video conference.

#136
PLEDGE OF
ALLEGIANCE

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

#137
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#138
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 December 15, 2021.

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

#139
CORRESPONDENCE
RECEIVED

Ms. Arko shared that the Victor Valley Union High School District voted out the Merit System and the Personnel Commission during a special vote held the previous evening, January 18, 2022.

#140
ORAL
COMMUNICATIONS

Ms. Rademaker wished everyone a Happy New Year.

Ms. Rademaker gave her appreciation to Dr. Roger Brossmer and Dr. Wayne Shannon for always keeping the District staff and families apprised of the COVID-19 situation during the Board of Education meetings.

Ms. Rademaker gave her appreciation to the District and Board of Education for doing all they do to keep the District's students, teachers, and staff well supplied with masks and other Personal Protective Equipment (PPE).

Ms. Rademaker shared that she will be supporting the TLC (True Lasting Connections) Annual 5K virtually on Saturday, February 26, 2022.

Mr. Kennedy thanked the Board of Education and all those that helped organize the wonderful Holiday breakfast and was impressed by the vendor gifts that were raffled off to the District's employees.

Mr. Kennedy shared that he attended the recent Board of Education meeting virtually.

Mr. Kennedy shared that the Downey High School Robotics team recently visited Servite High School to try to gather information on their competition.

Mr. Kennedy shared that on a recent visit to Downey High School he stopped by the eSport/CTE teacher, George Beavers classroom. Mr. Kennedy was very impressed by all the computer equipment available to the students.

Mr. Kennedy shared that Downey High School teacher Glenn Yamasaki informed him that he was forming a "drone league" and is targeting a March or April 2022 start date.

Mr. Kennedy wished everyone a very Happy New Year.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; Alyda Mir, Assistant Superintendent, Certificated Human Resources; Marisol Alarid, President, CSEA Unit I; Rebekah Ruswick, Director, Special Education; Andrea Iacovitti, Assistant Director, Budget & Finance; Chris Nezzar, Chief Technology Officer; Jaimie Valdez, Personnel Analyst; and all others present via Zoom.

Ms. Lumsdaine shared that she also attended the recent Board of Education meeting virtually.

Ms. Arko shared that the District has had some significant absences, not only with its students, but also with its employees, so it has been a very challenging time.

Ms. Arko shared that the District distributed over 3,600 At-home COVID test kits to students on Saturday, January 8, 2022. She gave thanks to the employees that assisted with the distribution, especially to the Food Services employees who helped it run smoothly.

Ms. Arko introduced and welcomed the newest addition to the Personnel Commission team, Senior Personnel Technician, Johanna Ovalle.

Ms. Arko shared that the Governor's Budget Workshop was held that day and stated that some very interesting information was shared with the District. It won't be finalized until about June.

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

#141
PUBLIC HEARD

Dr. Garcia thanked the Office of Classified Human Resources for continuing to fill the vacant positions, especially the new College and Career Technician positions.

Dr. Garcia gave his sincere appreciation to all those involved in distributing the 3,600 At-home COVID test kits on the recent Saturday. He agreed that it was a well-oiled machine and acknowledged the Food Service department's employees for helping to make it a success and also for being the face of Downey Unified School District.

Dr. Garcia reiterated the District's commitment in providing the necessary supplies to its employees. Whether that be holding vaccine clinics, providing testing or test kits, and providing the necessary PPE. Dr. Garcia praised Ivan Uriarte, Warehouse Supervisor, for coordinating the effort to distribute KN-95 masks to all District personnel. He is confident that the District will continue to provide the necessary supplies through the end of the school year.

Dr. Garcia shared that the District is hosting a vaccine booster clinic on Thursday, January 20, 2022 at Rio San Gabriel Elementary School from 3:30 pm to 7:30 pm.

Dr. Garcia wished everyone a Happy New Year.

#142
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 143-149).

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

#143
RATIFY CERTIFICATION OF
FOOD SERVICE ASST.
ELIGIBILITY LIST

RATIFY certification of Food Service Assistant eligibility list established January 7, 2022.

#144
RATIFY CLASSIFICATION
OF ONE COLLEGE AND
CAREER TECHNICIAN
POSITION

RATIFY the classification of one College and Career Technician position established by the Board of Education, assigned to Downey High School, effective December 10, 2021.

#145
RATIFY CLASSIFICATION
OF ONE COLLEGE AND
CAREER TECHNICIAN
POSITION

RATIFY the classification of one College and Career Technician position established by the Board of Education, assigned to Warren High School, effective December 10, 2021.

- #146
RATIFY CLASSIFICATION
OF ONE SR. INSTRUCT.
ASSISTANT-BEHAVIOR
POSITION
- RATIFY** the classification of one Senior Instructional Assistant- Behavior position established by the Board of Education, assigned to Price Elementary School, effective December 9, 2021.
- #147
APPROVE CHANGES TO
CLASS DESCRIPTION OF
PERS./CREDENTIALS
TECHNICIAN
- APPROVE** changes to the class description of Personnel/Credentials Technician, as attached, effective January 20, 2022.
- #148
APPROVE CHANGES TO
SALARY OF CHIEF
TECHNOLOGY OFFICER
- APPROVE** the salary change for Chief Technology Officer, from Range 140 (\$10,795 – \$13,776) to Range 143 (\$11,621 - \$14,828) on the Classified Management Salary Schedule (AR 5241), effective January 20, 2022.
- #149
APPROVE CHANGES TO
SALARY OF NETWORK
SPECIALIST
- APPROVE** the salary change for Network Specialist from Range 220 (\$5,831 – \$ 7,086) to Range 230 (\$6,118 - \$ 7,442) on the Unit II Salary Schedule, effective January 20, 2022.
- #150
OLD BUSINESS
- None.
- #151
NEW BUSINESS
- None.
- #152
NEXT REGULAR
MEETING
- The next Regular Meeting of the Personnel Commission will be February 16, 2022, at 4:00 p.m., District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, California.
- #153
CLOSED SESSION
- The Personnel Commission retired to closed session at 4:28 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.
- #154
OPEN SESSION
- The Personnel Commission returned to open session at 4:57 p.m. There were no reportable actions taken during closed session.
- #155
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned at 4:58 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 February 16, 2022

Eligibility List Established on February 8, 2022

**ASSISTANT TO SUPERINTENDENT/BOARD OF
EDUCATION**

**OPEN
RECRUITMENT**

Date Range of Eligibility List: 2/08/22 – 2/07/23

Recruitment Process

Applications Received and Screened:	71
Passed App. Screen & Invited to Written Exam:	71
Took Written Exam:	40
Passed Written & Invited to performance:	23
Passed performance and invited to QAI:	17
Took QAI:	15
Passed QAI & Placed on Unranked List:	8

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on February 16, 2022

Eligibility List Established on February 1, 2022

COLLEGE AND CAREER TECHNICIAN

**OPEN/PROMOTIONAL
RECRUITMENT**

Date Range of Eligibility List: 02/01/2022 – 01/31/2023

Recruitment Process

Applications Received and Screened:	114
Passed Screen & Invited to QAI:	109
Took QAI:	55
Passed QAI & Ranked on List:	24

Number of Eligible Candidates per Rank

Rank 1:	1
Rank 2:	1
Rank 3:	2
Rank 4:	5
Rank 5:	3
Rank 6:	3
Rank 7:	1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on February 16, 2022

Eligibility List Established on January 27, 2022

FOOD SERVICE ASSISTANT (Merged List)	OPEN RECRUITMENT
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Date Range of Eligibility List: 01/27/22 – 01/26/23	
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Recruitment Process	
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Applications Received and Screened:	150
Passed App. Screen & Invited to Written Exam:	150
Took Written Exam:	55
Passed Written & Invited to QAI:	43
Took QAI:	36
Passed QAI & Ranked on List:	34

Number of Eligible Candidates per Rank	
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Rank 1:	5
Rank 2:	11
Rank 3:	15
Rank 4:	3

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on February 16, 2022

Eligibility List Established on February 8, 2022

**SENIOR INSTRUCTIONAL ASSISTANT – BEHAVIOR
(Merged List)**

**OPEN/PROMO
RECRUITMENT**

Date Range of Eligibility List: 02/08/22 – 02/07/23

Recruitment Process	
Applications Received and Screened:	81
Met AA Req. or equivalent & Invited to Written Exam:	32
AA Req. not met & Invited to ESSA Exam:	32
Passed ESSA Exam & Invited to Written Exam:	23
Took Written Exam (includes candidates that met AA Req. and those who passed ESSA Exam):	15
Passed Written & Invited to QAI:	14
Took QAI:	14
Passed QAI & Ranked on List:	12
Number of Eligible Candidates per Rank	
Rank 1:	0
Rank 2:	0
Rank 3:	4
Rank 4:	4
Rank 5:	2
Rank 6:	2

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on February 16, 2022

Eligibility List Established on January 24, 2022

SPEECH LANGUAGE PATHOLOGY ASSISTANT	OPEN/PROMOTIONAL RECRUITMENT
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Date Range of Eligibility List: 01/24/2022 – 01/23/2023

Recruitment Process	
Applications Received and Screened:	35
Passed Screen & Invited to QAI:	27
Took QAI:	21
Passed QAI & Ranked on List:	19
Number of Eligible Candidates per Rank	
Rank 1:	5
Rank 2:	6
Rank 3:	7
Rank 4:	1