

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 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 March 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](mailto: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 Angie Rademaker.
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 February 16, 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 Food Service Supervisor III eligibility list established March 8, 2022. 5
  2. **RATIFY** certification of Groundskeeper eligibility list established February 25, 2022. 6
  3. **RATIFY** certification of Network Specialist eligibility list established March 9, 2022. 7
  4. **RATIFY** certification of Personnel/Credentials Technician eligibility list established February 16, 2022. 8
  5. **RATIFY** certification of Registered Behavior Technician eligibility list established February 15, 2022. 9
  6. **RATIFY** certification of **CORRECTED** Speech Language Pathology Assistant eligibility list established March 11, 2022. 10
  7. **RATIFY** the classification of one Secretary-Bilingual Oral position established by the Board of Education, assigned to Downey High School, effective December 13, 2021. 11
  8. **RATIFY** the classification of one Senior Instructional Assistant-Behavior position established by the Board of Education, assigned to Griffiths Middle School, effective February 4, 2022. 12
- III. OLD BUSINESS
- None.
- IV. NEW BUSINESS
- Discuss California Legislature Assembly Bill 2045 (AB2045). 13-14
- V. NEXT REGULAR MEETING
- April 20, 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

February 16, 2022

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, February 16, 2022, at 4:12 p.m. in the District Conference Center-A (DCC-A), 11627 Brookshire Avenue, Downey, California and via Zoom video conference.

#156  
PLEDGE OF  
ALLEGIANCE

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

#157  
ROLL

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

Present:           John Kennedy  
                      Dianne Lumsdaine  
                      Angie Rademaker

#158  
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 January 19, 2022.

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

#159  
CORRESPONDENCE  
RECEIVED

No correspondence was received.

#160  
ORAL  
COMMUNICATIONS

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

Ms. Rademaker shared that she continues to see the value of the Wellness Centers and the great work they are doing with our students.

Ms. Rademaker gave her appreciation to all the Certificated and Classified staff for all that they do for the students of the District.

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

Ms. Rademaker stated that she was thrilled that the Global Language Academies of Downey (G.L.A.D.) classes are doing so well with teaching our students the Spanish language. Dr. Garcia shared that the District is

looking at to expand the second language options at the G.L.A.D. academy.

Ms. Rademaker gave her appreciation to the teachers at the online elementary school.

Mr. Kennedy shared that he visited Columbus High School and as a former Special Education teacher, he likes that the District has a school like Columbus for students who don't necessarily fit in at the traditional high schools.

Mr. Kennedy shared that he visited Ward Elementary School and he found it fascinating to see the little ones working so diligently with their different technology and being so adept at using it. He appreciated all the stimulation that the students receive in the classroom.

Mr. Kennedy shared that he attended the recent Board of Education meeting in person, and he found it interesting that Warren High School is going to shift to an eight-period day next year.

Mr. Kennedy shared that he interviewed 14 DUSD students for the Linda Kennedy Memorial Scholarship. Six students were from the bio med program, six students were from the engineering program and two were from the teacher track program. He has decided to award all 14 students with a scholarship.

Mr. Kennedy stated that he is looking forward to the California School Personnel Commissioners Association (CSPCA) 2022 Annual Conference in Monterey, CA, next month.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; Alyda Mir, Assistant Superintendent, Certificated Human Resources; John Shook, Director, MOT Services; 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 will be attending the TLC (True Lasting Connections) Annual 5K walk on Saturday, February 26, 2022.

She stated that she can't think of a worthier cause to support.

Ms. Lumsdaine stated that she is also looking forward to the California School Personnel Commissioners Association (CSPCA) 2022 Annual Conference in Monterey, CA, next month because they always do an excellent job of keeping the Commissioners abreast of what's happening in Human Resources.

Ms. Arko shared that she will be attending the California School Personnel Commissioners Association (CSPCA) 2022 Annual Conference in Monterey, CA, next month and that the 2023 Annual Conference will be held in the Los Angeles County/Orange County area.

Ms. Arko informed the Commissioners that the California Governor has signed Senate Bill 114 which is the COVID-19 Supplemental Paid Sick

Leave bill that will provide paid sick leave for employees that were unable to work due to COVID-19 related reasons. It will be retroactive back to January 1, 2022 and will provide much needed relief to affected employees.

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

#161  
PUBLIC HEARD

Dr. Garcia thanked the Personnel Commissioners for showing their support by always attending the Board of Education meetings.

Dr. Garcia shared that a presentation was made at the recent Board of Education meeting regarding a potential bond measure for the November 2022 elections to be used on upgrading our facilities, with the emphasis to be primarily on the elementary schools.

Dr. Garcia shared that three of the Districts middle schools, Doty, Griffiths and Stauffer, have been designated as "California Schools to Watch" and will be recognized by the California League of School at their annual conference in Monterey, CA, to be held March 3-5, 2022.

#162  
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 Item 163-167).

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

#163  
RATIFY CERTIFICATION OF  
ASST. TO THE SUPT./  
BOARD OF EDUCATION  
ELIGIBILITY LIST

**RATIFY** certification of Assistant to the Superintendent/Board of Education eligibility list established February 8, 2022.

#164  
RATIFY CERTIFICATION OF  
COLLEGE AND CAREER  
TECH. ELIGIBILITY LIST

**RATIFY** certification of College and Career Technician eligibility list established February 1, 2022.

#165  
RATIFY CERTIFICATION OF  
CORRECTED FOOD SVC.  
ASST. ELIGIBILITY LIST

**RATIFY** certification of **CORRECTED** Food Service Assistant eligibility list established January 27, 2022.

#166  
RATIFY CERTIFICATION OF  
SR. INSTRUCT. ASST. -  
BEHAVIOR ELIGIBILITY  
LIST

**RATIFY** certification of Senior Instructional Assistant-Behavior eligibility list established February 8, 2022.

- #167  
RATIFY CERTIFICATION OF  
SPEECH LANG. PATOLOGY  
ASST. ELIGIBILITY LIST
- RATIFY** certification of Speech Language Pathology Assistant eligibility list established January 24, 2022.
- #168  
OLD BUSINESS
- None.
- #169  
NEW BUSINESS
- None.
- #170  
NEXT REGULAR  
MEETING
- The next Regular Meeting of the Personnel Commission will be March 16, 2022, at 4:00 p.m., District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, California.
- #171  
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.
- #172  
OPEN SESSION
- The Personnel Commission returned to open session at 4:44 p.m. There were no reportable actions taken during closed session.
- #173  
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned at 4:45 p.m. with the consent of the members.

Personnel Commission  
DOWNEY UNIFIED SCHOOL DISTRICT

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Dianne Lumsdaine, Chair

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BethAnn Arko, Director

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on March 16, 2022

Eligibility List Established on March 8, 2022

<b>FOOD SERVICE SUPERVISOR III</b>		<b>OPEN/PROMOTIONAL RECRUITMENT</b>
<b>Date Range of Eligibility List: 3/8/2022 – 3/7/2023</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		62
Passed App. Screen & Invited to Performance Exam:		51
Took Performance Exam:		30
Passed Performance & Invited to Written Exam:		22
Took the Written Exam:		15
Passed Written & Invited to QAI:		13
Took the QAI:		11
Passed QAI & Ranked on List:		8
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	2
	Rank 2:	2
	Rank 3:	3
	Rank 4:	1



**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on March 16, 2022

Eligibility List Established on February 25, 2022

**GROUNDKEEPER**

**OPEN & PROMO  
RECRUITMENT**

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**Date Range of Eligibility List: 02/25/2022 – 02/24/2023**

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**Recruitment Process**

Applications Received and Screened:	99
Passed Application Screening & Invited to Written Exam:	43
Took Written Exam:	15
Passed Written Exam & Invited to Perf. Exam & QAI:	10
Took Performance Exam & QAI:	7
Passed Performance Exam & QAI & Ranked on List:	6

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**Number of Eligible Candidates per Rank**

Rank 1:	1
Rank 2:	2
Rank 3:	2
Rank 4:	1

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**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on March 16, 2022

Eligibility List Established on March 9, 2022

**NETWORK SPECIALIST**

**PROMOTIONAL  
RECRUITMENT**

**Date Range of Eligibility List: 03/08/22-03/07/23**

**Recruitment Process**

Applications Received and Screened:	18
Passed Application Screening & Invited to QAI:	4
Took QAI:	4
Passed QAI & Ranked on List:	3

**Number of Eligible Candidates per Rank**

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

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on March 16, 2022

Eligibility List Established on February 16, 2022

**PERSONNEL/CREDENTIALS TECHNICIAN**

**OPEN/PROMO  
RECRUITMENT**

**Date Range of Eligibility List: 02/16/2022 – 02/15/2023**

<b>Recruitment Process</b>	
Applications Received and Screened:	89
Passed App. Screen & Invited to Written Exam:	89
Took Written Exam:	39
Passed Written & Invited to Performance:	23
Took Performance:	20
Passed Performance & Invited to QAI:	15
Took QAI:	14
Passed QAI & Ranked on List:	10
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	1
Rank 2:	2
Rank 3:	3
Rank 4:	4

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on March 16, 2022

Eligibility List Established on February 15, 2022

**REGISTERED BEHAVIOR TECHNICIAN | OPEN/PROMO RECRUITMENT**

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**Date Range of Eligibility List: 02/15/22 – 02/14/23**

**Recruitment Process**

Applications Received and Screened:	35
Passed Application Screening & Proceeded to Evaluation of Training & Experience:	14
Participated in Evaluation of Training & Experience:	14
Passed Evaluation of Training & Experience & Invited to QAI:	13
Passed QAI Assessment & Ranked on List:	6

**Number of Eligible Candidates per Rank**

Rank 1:	1
Rank 2:	1
Rank 3:	2
Rank 4:	2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on March 16, 2022

Eligibility List Established on March 11, 2022

<b>SPEECH LANGUAGE PATHOLOGY ASSISTANT (merged list)</b>	<b>OPEN/PROMOTIONAL RECRUITMENT</b>
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**Date Range of Eligibility List: 03/11/2022 – 03/11/2023**

<b>Recruitment Process</b>	
Applications Received and Screened:	35
Passed Screen & Invited to QAI:	27
Took QAI:	21
Passed QAI & Ranked on List:	19
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	5
Rank 2:	6
Rank 3:	<b>8</b>
Rank 4:	<b>2</b>

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

DATE: March 8, 2022  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: BethAnn Arko, Director, Classified Human Resources  
  
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SECRETARY – BILINGUAL ORAL)

ACTION ITEM

We have received a request from Tom Houts, Principal, Downey High School, to establish one new position with duties corresponding to the current classification of Secretary – Bilingual Oral. This new position is being created due to the increased enrollment of students and the need for additional clerical support in the front office to service students and parents.

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 Secretary – Bilingual Oral, assigned to Downey High School, eight hours per day, eleven months per year, at range 450, \$4,147 - \$5,043 per month, effective December 13, 2021.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Secretary – Bilingual Oral, assigned to Downey High School, eight hours per day, eleven months per year, at range 450, \$4,147 - \$5,043 per month, effective December 13, 2021.

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

DATE: March 8, 2022  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: BethAnn Arko, Director, Classified Human Resources  
  
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIOR)

ACTION ITEM

We have received a request from Reynaldo Vargas-Carbajal, Jr., Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behavior. This new position is being created to support the special needs of a new student at Griffiths Middle School per the students IEP.

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-Behavior, assigned to Griffiths Middle School, six and one-half hours per day, ten months per year, at range 115, \$3,406 - \$4,147 per month, effective February 4, 2022.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behavior, assigned to Griffiths Middle School, six and one-half hours per day, ten months per year, at range 115, \$3,406 - \$4,147 per month, effective February 4, 2022.



**AB-2045 School district and community college district employees: personnel commissions: ranked groups.** (2021-20

SHARE THIS:  

Date Published: 02/14/2022 09:00 PM

CALIFORNIA LEGISLATURE— 2021–2022 REGULAR SESSION

**ASSEMBLY BILL**

**NO. 2045**

**Introduced by Assembly Member Jones-Sawyer**

**February 14, 2022**

An act to add Sections 45272.5 and 88091.5 to the Education Code, relating to classified employees.

**LEGISLATIVE COUNSEL'S DIGEST**

AB 2045, as introduced, Jones-Sawyer. School district and community college district employees: personnel commissions: ranked groups.

Existing law requires all vacancies in the classified service of a school district or community college district that has adopted the merit system to be filled from applicants on eligibility lists that are made up, wherever practicable, from promotional examinations or by appointments made by means of transfer, demotion, reinstatement, or reemployment, as provided. Existing law requires the personnel commission to place applicants on the eligibility lists in the order of their relative merit as determined by competitive examinations. Existing law requires the final score of candidates to be rounded to the nearest whole percent. Existing law requires that if a vacancy is filled from applicants on an eligibility list, the appointment be made from the eligible candidates having the first 3 ranks on the list who are ready and willing to accept the position.

This bill would require, upon majority vote of the personnel commission of the school district or community college district, applicants to instead be placed on eligibility lists in ranked groups according to their relative merit as determined by competitive examinations. The bill would require candidates' final examination scores to be rounded to the nearest whole percent and assembled into 5 distinct groups with fixed percentage ranges, as provided. The bill would require all appointments to be made from the highest ranking group on an eligibility list, except when that group includes fewer than 5 persons who are ready and willing to accept the position, in which case an appointment would be made from combining the next highest group or groups to include at least 5 persons ready and willing to accept the position. The bill would authorize an eligibility list with fewer than 5 viable candidates to be considered exhausted if the appointing authority requests additional eligible candidates be certified for hiring consideration.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** Section 45272.5 is added to the Education Code, to read:



**45272.5.** (a) Upon majority vote of the commission, applicants shall be placed on eligibility lists in ranked groups according to their relative merit as determined by competitive examinations, in lieu of the individual ranking system prescribed in subdivision (a) of Section 45272.

(b) The passing candidates' final examination scores shall be rounded to the nearest whole percent and assembled into distinct groups with the following equivalent fixed ranges:

- (1) Group 1: 95 percent to 100 percent.
- (2) Group 2: 89 percent to 94 percent.
- (3) Group 3: 83 percent to 88 percent.
- (4) Group 4: 77 percent to 82 percent.
- (5) Group 5: 76 percent or below.

(c) All appointments shall be made from the highest ranking group described in subdivision (b) of an eligibility list, except when that group includes fewer than five persons who are ready and willing to accept the position. When a group includes fewer than five persons who are ready and willing to accept the position, an appointment shall be made from combining the next highest group or groups to include at least five persons ready and willing to accept the position.

(d) An eligibility list with fewer than five viable candidates may be considered exhausted if the appointing authority requests additional eligible candidates be certified for hiring consideration.

**SEC. 2.** Section 88091.5 is added to the Education Code, to read:

**88091.5.** (a) Upon majority vote of the commission, applicants shall be placed on eligibility lists in ranked groups according to their relative merit as determined by competitive examinations, in lieu of the individual ranking system prescribed in subdivision (a) of Section 88091.

(b) The passing candidates' final examination scores shall be rounded to the nearest whole percent and assembled into distinct groups with the following equivalent fixed ranges:

- (1) Group 1: 95 percent to 100 percent.
- (2) Group 2: 89 percent to 94 percent.
- (3) Group 3: 83 percent to 88 percent.
- (4) Group 4: 77 percent to 82 percent.
- (5) Group 5: 76 percent or below.

(c) All appointments shall be made from the highest ranking group described in subdivision (b) of an eligibility list, except when that group includes fewer than five persons who are ready and willing to accept the position. When a group includes fewer than five persons who are ready and willing to accept the position, an appointment shall be made from combining the next highest group or groups to include at least five persons ready and willing to accept the position.

(d) An eligibility list with fewer than five viable candidates may be considered exhausted if the appointing authority requests additional eligible candidates be certified for hiring consideration.