

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

AGENDA #9

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

4:00 p.m.
April 20, 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 April 20, 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 March 16, 2022. 1-5
 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 P.E. & Athletic Equipment Attendant (Female) eligibility list established March 16, 2022. 6
 2. **RATIFY** the classification of one Senior Instructional Assistant-Behavior position established by the Board of Education, assigned to Rio Hondo Elementary School, effective March 7, 2022. 7
- III. OLD BUSINESS
- None.
- IV. NEW BUSINESS
1. **FIRST REVIEW** of proposed 2022-2023 Personnel Commission Budget. 8-11
- V. NEXT REGULAR MEETING
- May 18, 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

March 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, March 16, 2022, at 4:00 p.m. in the District Conference Center-A (DCC-A), 11627 Brookshire Avenue, Downey, California and via Zoom video conference.

#174
PLEDGE OF
ALLEGIANCE

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

#175
ROLL

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

Present: John Kennedy
Dianne Lumsdaine
Angie Rademaker

#176
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 February 16, 2022.

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

#177
CORRESPONDENCE
RECEIVED

Ms. Arko shared the invitation for the Gangs Out of Downey (GOOD) luncheon on April 4, 2022, from 11:30 am to 2:00 pm.

#178
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the recent Board of Education meeting and Read Across America at one of the elementary schools and really enjoyed seeing the little ones.

Ms. Rademaker shared that she was excited for the grant money the District is receiving for the College & Career Readiness department to be used for new CTE programs. Dr. Garcia elaborated that the District started three new CTE Career Pathways (Expanding Advanced Manufacturing and Welding, Game Development/Computer Science, and Technologies with Things) and received grants for them which are being administered from the Community College Chancellor's office.

Ms. Rademaker shared that the Stauffer Foundation recently award approximately \$30,000 to the District's elementary schools.

Ms. Rademaker shared that she will be attending the GOOD luncheon and has also invited the Unit I E-Board to attend.

Ms. Rademaker shared how excited she was to find out that Griffiths Middle School qualified in the most recent Robotics competition.

Mr. Kennedy shared that he attended the 2022 California School Personnel Commissioners Association (CSPCA) Annual Conference in Monterey, CA and stated that it was the best conference he's attended in all the years he's been a commissioner with some very good sessions.

Mr. Kennedy shared that he was saddened that the March Board of Education meeting was Jennifer Boose's last board meeting. He informed the commissioners that there will be a "Farewell" celebration at the Assistance League on Thursday, March 31st from 4:00 pm to 6:30 pm.

Mr. Kennedy shared that he visited both Williams and Unsworth Elementary Schools. He stated that he enjoyed visiting both sites and was amazed at the level of technology that these young students are so adept at using.

Mr. Kennedy shared that he attended the "Future Freshman" night at Downey High School.

Mr. Kennedy shared that he attended the recent Western Association of Schools and Colleges (WASC) accreditation kick-off meeting at Downey High School.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; 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 2022 CSPCA Annual Conference in Monterey, CA and was grateful for the opportunity to attend because she learned a lot about proposed new legislation that is being introduced to amend the Education Code regarding the rank of three.

Ms. Lumsdaine expressed her condolences to the family of Past President of CSEA Unit I, Lorraine Navarro, and those that worked with her, on her recent passing.

Ms. Lumsdaine expressed her condolences to the family of the Warren High School student, Jaylon Connish, who was killed in a recent car crash, in addition to the staff and teachers that knew him.

Ms. Lumsdaine requested that the June 22, 2022, Personnel Commission meeting be moved to the following Wednesday, June 29, 2022, and asked if it could be added to the agenda for the April 13th meeting. Ms. Rademaker responded that this date would interfere with something she already has planned.

Ms. Arko shared that she also appreciated being able to attend the 2022 CSPCA Annual Conference in Monterey, CA and liked the new format.

Ms. Arko shared that the District is working on the nominations for the State of California Classified School Employee of the Year in cooperation with the Los Angeles County Office of Education. State Superintendent of Public Instruction, Tony Thurmond, has changed the format this year and has broadened the categories to nine and DUSD is working hard to get nominations in each of the categories.

Ms. Arko shared that she attended the Read Across America at Imperial Elementary School and read to the TK class there.

Ms. Arko shared welcomed the two new Personnel/Credentials Technician in the Certificated HR department, Aime Gastelum and Aileen Gutierrez.

Ms. Arko shared that Martha Machado, the Administrative Secretary supporting Elementary and Secondary Education, has been promoted to Assistant to the Superintendent/Board of Education, replacing Jennifer Boose.

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

#179
PUBLIC HEARD

Dr. Garcia shared that the entire DUSD family is mourning the loss of the Warren High School student and he commended the staff, administrators, and teachers for the wonderful way that they supported their students and the family of Jaylon Connish.

Dr. Garcia shared that he heard back from the Downey High School WASC accreditation team and received some very positive feedback. He gave his appreciation to the administrators, staff and students at Downey High School for all their hard work.

Dr. Garcia shared that three of the Districts middle schools, Doty, Griffiths and Stauffer, were recognized by the California League of Schools and re-designated as "California Schools to Watch" at the annual conference in Monterey, CA, which was held on March 3-5, 2022. They will now move on to the National level in Washington, DC, at the end of June.

Dr. Garcia gave his appreciation to Ms. Arko and Ms. Valdez for running the recruitment for the Assistant to the Superintendent/Board of Education position and acquiring such an outstanding pool of candidates.

#180
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 181-188).

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

- | | |
|--|--|
| <p>#181
RATIFY CERTIFICATION OF
FOOD SERVICE SUPV. III
ELIGIBILITY LIST</p> | <p>RATIFY certification of Food Service Supervisor III eligibility list established March 8, 2022.</p> |
| <p>#182
RATIFY CERTIFICATION OF
GROUNDSKEEPER
ELIGIBILITY LIST</p> | <p>RATIFY certification of Groundskeeper eligibility list established February 25, 2022.</p> |
| <p>#183
RATIFY CERTIFICATION OF
NETWORK SPECIALIST
ELIGIBILITY LIST</p> | <p>RATIFY certification of Network Specialist eligibility list established March 9, 2022.</p> |
| <p>#184
RATIFY CERTIFICATION OF
PERSONNEL/CREDENTIALS
TECH. ELIGIBILITY LIST</p> | <p>RATIFY certification of Personnel/Credentials Technician eligibility list established February 16, 2022.</p> |
| <p>#185
RATIFY CERTIFICATION OF
REGISTERED BEHAVIOR
TECH. ELIGIBILITY LIST</p> | <p>RATIFY certification of Registered Behavior Technician eligibility list established February 15, 2022.</p> |
| <p>#186
RATIFY CERTIFICATION OF
CORRECTED SPEECH
LANG. PATHOLOGY ASST.
ELIGIBILITY LIST</p> | <p>RATIFY certification of CORRECTED Speech Language Pathology Assistant eligibility list established March 11, 2022.</p> |
| <p>#187
RATIFY CLASSIFICATION
OF ONE SECRETARY-
BILINGUAL ORAL POSITION</p> | <p>RATIFY the classification of one Secretary-Bilingual Oral position established by the Board of Education, assigned to Downey High School, effective December 13, 2021.</p> |
| <p>#188
RATIFY CLASSIFICATION
OF ONE SR. INSTRUCT.
ASST.-BEHAVIOR
POSITION</p> | <p>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.</p> |
| <p>#189
OLD BUSINESS</p> | <p>None.</p> |
| <p>#190
NEW BUSINESS</p> | <p>Each of the following recommendations was reviewed by Director Arko prior to approval:</p> |
| <p>#191
DISCUSS STATE ASSEMBLY
BILL AB2045</p> | <p>A discussion was held regarding California Legislature Assembly Bill 2045 (AB2045), regarding amending the Education Code to allow districts to place applicants on eligibility lists in ranked groups according to their</p> |

relative merit as determined by competitive examinations. Currently, the bill would replicate what other civil service entities at the state and county level are presently doing. This bill would also allow school districts the ability to opt in or opt out of this option.

#192
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be April 20, 2022, at 4:00 p.m., District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, California.

#193
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.

#194
OPEN SESSION

The Personnel Commission returned to open session at 4:50 p.m. There were no reportable actions taken during closed session.

#195
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Lorraine Navarro, Intermediate Clerical Assistant in the DHH Program; Rosa Orozco, sister-in-law of Nancy Rodriguez Chavez, Intermediate Clerical Assistant in the Student Services Department; Nancy Rendon, mother of Nancy Moreno, Data & Compliance Specialist in the Special Education Department; and John Willett, father-in-law of Julia Willett, Sr. Accounting Technician in the Food Services Department, at 4:51 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 April 20, 2022

Eligibility List Established on March 16, 2022

P.E. & Athletic Equipment Attendant (Female)		PROMOTIONAL RECRUITMENT
Date Range of Eligibility List: 03/16/22 – 03/15/23		
Recruitment Process		
Applications Received and Screened:		52
Passed App. Screen & QAI:		52
Took QAI:		5
Passed QAI/Performance & Ranked on List:		5
Number of Eligible Candidates per Rank		
Rank 1:		1
Rank 2:		1
Rank 3:		3

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

DATE: April 5, 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 Danielle Duncan, 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 Rio Hondo Elementary 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 Rio Hondo Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,406 - \$4,147 per month, effective March 7, 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 Rio Hondo Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,406 - \$4,147 per month, effective March 7, 2022.

Downey Unified School District
Office of Classified Personnel Services / Personnel Commission

DATE: April 20, 2022
TO: Personnel Commissioners
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: FIRST REVIEW 2022-23 PERSONNEL COMMISSION BUDGET

Information Item

The proposed Personnel Commission Budget for 2022-23 reflects an increase of \$65,237. The increase is due to salary increases and the associated employee benefits along with a slight increase in software costs.

It is anticipated that the proposed budget will meet the demands of the District. The Personnel Commission staff will continue to be conservative in our spending habits by limiting expenditures to those that are necessary to fulfill the role as the Classified Human Resources department and Personnel Commission office.

A history of the Personnel Commission budget is attached for your reference.

Downey Unified School District
Personnel Commission / Office of Classified Personnel Services

Personnel Commission Budget

History of the P.C. Budget

<i>Year</i>	<i>Preliminary Review</i>	<i>Public Hearing</i>	<i>Adoption</i>	<i>Specific Comments</i>
2001	March	April	May	Zero increase
2002	March	April	May	Zero increase
2003	April	May	June	10% reduction in operation expenses incl. Reduction of mileage for Director – a reduction of \$3,011
2004	March	April	May	Loss of one Sr. Personnel Asst. position; reduction of \$54,501
2005	April	May	June	Zero increase
2006	March	April	May	Zero increase
2007	April	May	Sept.	Zero increase
2008	Feb.	March	April	\$2,278 increase due to change in insurance enrollment
2009	March	April	May	Reduction of \$6,857
2010	March	April	May	\$8,285 increase due to change in insurance enrollment and change in Unemployment Insurance and PERS costs.
2011	April	May	June	\$72 decrease due to changes in staff and increases in insurance enrollment, unemployment insurance, medical examinations / drug screening, and mandated fingerprinting.
2012	April	May	May	Proposed \$895 increase due to correction of staff salary levels and increases in employee medical benefits while adjusting for costs to fingerprinting and medical examinations.
2013	April	May	May	Proposed \$2,100 increase due to increases in employee medical benefits and increases to the Employee Recognition Program.
2014	April	May	May	Proposed \$59,723 increase due to negotiated salary increases; increased medical benefit contributions; and an increase in the Workers Compensation Rate.
2015	April	May	May	Proposed \$50,907 increase due to negotiated salary increases; increased medical benefit contributions; increases

				in the number of employee fingerprinting and medical examination rates; and an increase in the PERS rate.
2016	April	May	May	Proposed \$4,015 increase due to an 8% anticipated increase in the employee benefits and negotiated salary increases. The budget increase would have been more but there were 3 new hires this year that are lower on the salary schedule than their predecessors.
2017	April	May	May	Proposed \$6,016 increase due to negotiated salary increase, step advancements, increased employer contribution to CalPERS.
2018	April	May	May	Proposed \$31,827 increase due to staff step advancements and increased employer contribution to CalPERS.
2019	April	May	May	Proposed \$31,564 increase due to CalPERS increases and projected health insurance (with new hires with families).
2020	April	May	May	Proposed increase \$2,756 due to increased employer contributions to CalPERS and adjustments to actual costs for insurance.
2021	April	May	May	Proposed increase \$31,109 due to increase cost of employee benefits.
2022	April	May	May	<i>Proposed \$65,237 increase due to salary increases plus associated benefits and a slight increase in software costs.</i>

DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
2022-23 Budget - Submitted for First Reading April 2022

Acct No.	Description	2022-23	2021-22	Variance
2000 Classified Salaries				
2301	Personnel Commission	2,400	2,400	0
2303	*Personnel Director	178,020	155,148	22,872
	* Personnel Analyst	99,024	90,624	8,400
2404	Staff:			0
	* Sr. Secretary	73,632	70,788	2,844
	* Sr. Personnel Assistants (2)	109,463	98,858	10,604
	* Personnel Assistant	61,656	59,256	2,400
	Substitute and Special Assignments	4,525	4,525	0
3000 Employee Benefits				
3212	* Retirement – PERS	118,710	113,188	5,523
3312	* OASDI	30,314	29,638	676
3332	* Medicare	7,539	7,111	429
3342	* APPLE Plan for Subs	113	113	0
3412	Health Insurance	176,175	170,014	6,161
3512	* Unemployment Insurance	2,600	245	2,355
3612	* Worker's Compensation Insurance	8,319	7,846	473
4000 Books, Supplies & Other Equipment				
4310	Supplies, Equipment (under \$500) & Printing	8,600	8,600	0
	Employee Recognition Program	8,000	8,000	0
4400	Equipment - non-capitalized (\$500-\$4999)	3,900	3,900	0
5000 Contracted Services				
5215	Mileage	900	900	0
5216	Mileage / Raters	200	200	0
5250	Travel/Conference	4,000	4,000	0
	Staff Development-Pers. Comm. Employees	1,500	1,500	0
5310	Memberships	6,290	6,290	0
5612	Service Agreements	2,400	2,400	0
5630	Repairs, Equipment	1,000	1,000	0
5715	Duplication Costs – Communications Center	1,667	1,667	0
5804	Consultants	3,000	3,000	0
5815	Software Support and Upgrade	15,500	13,000	2,500
5830	Personnel Advertising	1,800	1,800	0
5860	Fingerprinting	22,000	22,000	0
5861	Medical Examinations	12,000	12,000	0
5862	TB Screening	3,000	3,000	0
5890	Professional Assistance	2,000	2,000	0
	District Inservice Education – Prof. Growth	1,500	1,500	0
	Training and Development	2,000	2,000	0
5891	Panel / Rater Expenditures	1,600	1,600	0
TOTAL:		975,348	910,111	65,237

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

Prepared March 2022