

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

AGENDA #10

Regular Meeting
Griffiths Middle School, Gymnasium
9633 Tweedy Lane, Downey

3:30 p.m.
May 18, 2022

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. Recognize and commend Retiring Classified Employees for their years of service.
4. Present Service Pins to Classified Employees.
5. Roll.
6. **APPROVE** Minutes of the Regular Meeting of April 20, 2022. 1-4
7. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
8. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
9. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Senior Clerical Assistant eligibility list established May 5, 2022. 5
2. **RATIFY** certification of Utility Worker eligibility list established May 12, 2022. 6

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)]

III. OLD BUSINESS

1. **DECLARE** a public hearing on 2022-23 proposed Personnel Commission Budget. 7-10
 - a. Open the hearing.
 - b. Close the hearing.
2. **ADOPT** 2022-23 Personnel Commission Budget.

IV. NEW BUSINESS

1. **DISCUSS** Personnel Commission proposed meeting dates for 2022-23. 11
2. **ADOPT** resolution of commendation recognizing the outstanding contributions of the classified school employees during Classified School Employees' Week, May 15 - 21, 2022. 12

V. NEXT REGULAR MEETING

June 22, 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

April 20, 2022

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, April 20, 2022, at 4:00 p.m. in the District Conference Center-A (DCC-A), 11627 Brookshire Avenue, Downey, California and via Zoom video conference.

#196
PLEDGE OF
ALLEGIANCE

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

#197
ROLL

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

Present: John Kennedy
Dianne Lumsdaine
Angie Rademaker

#198
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 March 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		

#199
CORRESPONDENCE
RECEIVED

Ms. Arko shared that the Personnel Commissioners Association of Southern California (PCASC) will be holding a Legal Update luncheon that will be presented by Kristine Kwong on June 10th at the Rio Hondo Event Center and she invited the Commissioners to attend.

Ms. Arko informed the Commissioners that the California Legislature Assembly Bill 2045 (AB2045) has passed the first round of approvals and has now been sent for the second round of approvals.

#200
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the Gangs Out of Downey (GOOD) luncheon, and it was really good. She also gave her appreciation to all the other organizations in Downey that help its citizens every day.

Ms. Rademaker congratulated Dr. Roger Brossmer for being recognized as the ACSA Region XIV Central Office Administrator of the Year.

Ms. Rademaker shared that she was proud of the Downey High School cheerleading squad for winning the CIF championship.

Ms. Rademaker shared how grateful she was that the DUSD nurses were recognized and honored at the recent Board of Education meeting.

Ms. Rademaker shared that Columbus High School received the 2020 Model Continuation High School Award from the California Department of Education (CDE).

Ms. Rademaker shared that the Professional Growth Saturday Workshop would be held on Saturday, April 23rd in the Columbus High School cafeteria.

Ms. Rademaker gave her appreciation to the DUSD Purchasing department for always having the COVID supplies in stock and available.

Mr. Kennedy shared that he attended the GOOD luncheon and enjoyed Sheriff Alex Villanueva's keynote address.

Mr. Kennedy shared that he attended the Robotics competition in Del Mar, CA, to support the Downey High School team. In addition, he attended the Robotics competition in Las Vegas to support the Downey High School team who reached the semi-final round on this occasion.

Mr. Kennedy shared that he visited Rio San Gabriel Elementary and Sussman Middle Schools. He stated that he continues to be amazed at the level of technology that the students are so adept at using.

Mr. Kennedy shared that he interviewed approximately 30 students at Stauffer Middle School for Stauffer Foundation scholarships.

Mr. Kennedy shared that he attended the ceremony recognizing Lewis Elementary School as an Apple Distinguished School for its unique and innovative implementation of Apple technologies.

Mr. Kennedy gave his congratulations to Dr. Roger Brossmer for being recognized as the ACSA Region XIV Central Office Administrator of the 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 Nezzer, Chief Technology Officer; Jaimie Valdez, Personnel Analyst; and all others present via Zoom.

Ms. Lumsdaine shared that she attended the GOOD luncheon, and she was glad to be attending again after the two-year hiatus due to the pandemic.

Ms. Lumsdaine shared that she was happy to see the Professional Growth Saturday Workshop returning to in-person attendance and she gave her appreciation to the entire Professional Growth team.

Ms. Lumsdaine shared that she is excited to finally be able to hold the Service Pin Award and Retirement Ceremony in-person since it has been three years since the ceremony was last held.

Ms. Lumsdaine congratulated Dr. Roger Brossmer on the well-deserved recognition as the ACSA Region XIV Central Office Administrator of the Year.

Ms. Arko shared that DUSD nominated six District employees for the Classified School Employee of the Year award. These individuals were sent to the Los Angeles County Office of Education (LACOE) with the possibility of advancing to the State level. Two of these individuals, Elizabeth Gendreau and Ernest Vasquez, were in fact forwarded to the State level of competition.

Ms. Arko shared that former Personnel Analyst, Paul Deines, along with his wife Sabrina, recently welcomed the birth of their daughter, Pearl Bea.

Ms. Arko shared that the Professional Growth Saturday Workshop is taking place this Saturday, April 23rd and she is looking forward to the keynote speaker, Brad Formsma.

Ms. Arko shared that five DUSD schools were awarded the Apple Distinguished School Award.

Ms. Arko shared additional information regarding the California Legislature Assembly Bill 2045 (AB2045). This is the bill that would amend the Education Code to allow districts to place applicants on eligibility lists in banded groups as determined by competitive examinations. What this bill is proposing is that there would be a fixed set of scores and that is how candidates are banded within each group. As long as there are five people to move forward in a group, the hiring authority would stay within that group. However, if there are less than five people within the group, the Personnel Commission staff would certify the next group of candidates. This bill would allow school districts the ability to opt in or opt out of this option. It was recently added, by input from the CSEA, to have it go to a vote by the Classified employees.

Ms. Arko shared that Service Pin & Retirement Ceremony will be held on Wednesday, May 18, 2022, in the gymnasium at Griffiths Middle School. In addition, due to the large amount of pin recipients, a second ceremony will be held in the gymnasium at Sussman Middle School on a separate date, which is still to be determined.

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

#201
PUBLIC HEARD

No one from the public asked to be heard.

#202
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 203-204).

	<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
	John Kennedy	X		
	Dianne Lumsdaine	X		
	Angie Rademaker	X		
#203 RATIFY CERTIFICATION OF P.E. & ATHLETIC EQUIP. ATTENDANT (FEMALE) ELIGIBILITY LIST	RATIFY certification of P.E. & Athletic Equipment Attendant (Female) eligibility list established March 16, 2022.			
#204 RATIFY CLASSIFICATION OF ONE SR. INSTRUCT. ASST.-BEHAVIOR POSITION	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.			
#205 OLD BUSINESS	None.			
#206 NEW BUSINESS	Each of the following recommendations was reviewed by Director Arko prior to approval:			
#207 REVIEW PROPOSED 2022-23 PERSONNEL COMMISSION BUDGET	Ms. Arko reviewed the proposed 2022-23 Personnel Commission Budget noting necessary changes. The proposed 2022-23 Personnel Commission Budget will be an item on the May 18, 2022, agenda for public hearing and adoption.			
#208 NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission will be the Service Pin Awards and Retiree Recognition Ceremony May 18, 2022, at 3:30 p.m., in the Gymnasium at Griffiths Middle School, 9633 Tweedy Lane, Downey, California.			
#209 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.			
#210 OPEN SESSION	The Personnel Commission returned to open session at 5:05 p.m. There were no reportable actions taken during closed session.			
#211 ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 5:06 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 May 18, 2022

Eligibility List Established on May 5, 2022

Senior Clerical Assistant

**OPEN/PROMOTIONAL
RECRUITMENT**

Date Range of Eligibility List: 05/05/2022 – 05/04/2023

Recruitment Process	
Applications Received and Screened:	121
Invited to Written Exam:	121
Took Written Exam:	87
Passed Written & Invited to QAI:	26
Took QAI:	25
Passed QAI & Ranked on List:	22
Number of Eligible Candidates per Rank	
Rank 1:	3
Rank 2:	6
Rank 3:	11
Rank 4:	2

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on May 18, 2022

Eligibility List Established on May 12, 2022

Utility Worker

**Promotional
Recruitment**

Date Range of Eligibility List: 05/12/22 – 05/11/23

Recruitment Process

Applications Received and Screened:	83
Passed Application Screening & Invited to Written Exam:	18
Took Written Exam:	13
Passed Written Exam & Invited to Perf. Exam:	12
Took Performance Exam:	11
Passed Perf. Exam & Invited to QAI:	11
Took QAI:	11
Passed Performance Exam & QAI & Ranked on List:	10

Number of Eligible Candidates per Rank

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

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

DATE: May 18, 2022
TO: Personnel Commissioners
FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: SECOND REVIEW AND APPROVAL OF 2022-2023 PERSONNEL
COMMISSION BUDGET

Information Item

The proposed Personnel Commission Budget for 2022-2023 was presented at the April 20th meeting of the Personnel Commission. It is anticipated that this proposed budget will meet the expected needs of our department. Today the budget is presented for public hearing and final approval.

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 Public Hearing and Adoption May 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

DOWNEY UNIFIED SCHOOL DISTRICT

Personnel Commission

“Proposed” Meeting Dates for 2022 – 2023

All meetings are held at 4:00 p.m. in the Lloyd L. Stromberg Conference room at the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California, unless otherwise noted.

July 20, 2022

August 17, 2022

September 21, 2022

October 19, 2022

November 16, 2022

December 21, 2022

January 18, 2023

February 15, 2023

March 15, 2023

April 19, 2023

May 17, 2023 (3:30 p.m.)

(Service Pin Awards and Retirement Recognition)
Barbara Riley Community Center Auditorium
7810 Quill Drive, Downey

May 18, 2023 (9:30 a.m.)

(Service Pin Awards and Retirement Recognition for Transportation Personnel)
Transportation Department
12330 Woodruff Avenue, Downey

June 21, 2023

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**RESOLUTION OF COMMENDATION
CLASSIFIED SCHOOL EMPLOYEES' WEEK**

WHEREAS the California State Legislature adopted a resolution in 1986 declaring the third full week of May of each year as **Classified School Employees' Week** recognizing the many outstanding contributions and services provided by Classified school employees; and

WHEREAS Classified school employees provide the invaluable support network of services to the schools and students of the Downey Unified School District; and

WHEREAS Classified school employees are responsible for those activities of the school district that support the instructional programs and make it possible for the teachers to teach and the students to learn in a clean, safe and orderly environment; and

WHEREAS Classified school employees, in their role as a support network for the instruction of students provide services in the classroom, in clerical and office support, in cleaning and maintaining grounds, buildings and surrounding areas, in nutritional meals and snacks for students and staff, in transportation to and from school and for other extra-curricular activities, in the management of departments and systems; and

WHEREAS through their professionalism and skill Classified school employees contribute to the establishment and promotion of a positive environment for learning and always strive for excellence in all their many jobs; and

WHEREAS the Personnel Commission of the Downey Unified School District is proud to be the body responsible for the administration of the Classified employee human resource function.

NOW THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Downey Unified School District hereby recognizes the professionalism of and wishes to honor the contributions of the Classified employees of the Downey Unified School District and recognizes the week of May 15 – 21, 2022 as Classified School Employees' Week in the Downey Unified School District.

ADOPTED, this 18th day of May 2022.

Chair, Personnel Commission

Member, Personnel Commission

Member, Personnel Commission