

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

AGENDA #8

Special Meeting  
Lloyd L. Stromberg Conference Room

4:00 p.m.  
February 13, 2025

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 January 15, 2025. 4-6
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 Assistant I list established January 13, 2025. 7
2. **RATIFY** certification of Intermediate Clerical Assistant list established January 15, 2025. 8
3. **RATIFY** certification of Food Service Assistant list established January 21, 2025. 9
4. **RATIFY** certification of Senior Instructional Assistant - Behavior list established January 22, 2025. 10
5. **RATIFY** certification of Senior Instructional Assistant - Medical list established January 22, 2025. 11

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)]

6. **RATIFY** certification of Instructional Assistant - Nursing list established January 27, 2025. 12
7. **RATIFY** certification of Senior Computer/Network Support Technician list established January 29, 2025. 13
8. **RATIFY** certification of Chemical Applications Specialist list established January 31, 2025. 14
9. **RATIFY** the classification of one Senior Instructional Assistant position established by the Board of Education, assigned to the DHH Program, effective January 15, 2025. 15
10. **RATIFY** the classification of six Food Service Assistant I positions established by the Board of Education, assigned to the Food Services Department, effective January 15, 2025. 16
11. **RATIFY** the classification of one Buyer position established by the Board of Education, assigned to the Purchasing Department, effective January 15, 2025. 17
12. **RATIFY** the classification of three Food Service Assistant positions established by the Board of Education, assigned to Imperial Elementary, effective January 15, 2025. 18
13. **RATIFY** the classification of three Food Service Assistant positions established by the Board of Education, assigned to Ward Elementary, effective January 15, 2025. 19
14. **RATIFY** the classification of three Food Service Assistant positions established by the Board of Education, assigned to Alameda Elementary, effective January 15, 2025. 20

III. OLD BUSINESS

None.

IV. NEW BUSINESS

None.

V. NEXT REGULAR MEETING

March 19, 2025, at 4:00 p.m. in the Lloyd L. Stromberg Conference Room, 11627 Brookshire Ave., Downey, CA 90241.

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.

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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

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.

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

MINUTES

Regular Meeting

January 15, 2025

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, January 15, 2025, at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#181  
PLEDGE OF  
ALLEGIANCE

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

#182  
ROLL

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

Present:        John Kennedy  
                     Dianne Lumsdaine  
                     Angie Rademaker

#183  
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 December 18, 2024.

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

#184  
CORRESPONDENCE  
RECEIVED

None.

#185  
ORAL  
COMMUNICATIONS

Ms. Rademaker shared that she attended the recent Board of Education meeting. She was happy to see a lot of social media content about the school district. She congratulated Sussman for the Distinction of 2025 State and National Schools Watch.

Ms. Rademaker commended classified, certificated and management staff for all the work they do.

She asked to keep first responders in everyone's thoughts as they battle the wildfires.

Mr. Kennedy echoed Ms. Rademaker on her comments.

Mr. Kennedy visited the Deaf and Hard of Hearing program at the elementary schools and learned a lot about the program.

Mr. Kennedy shared that he shadowed John Torres, Warehouse Worker, in his delivery runs to school sites and enjoyed the day and learning about his job.

Mr. Kennedy attended Sussman Schools to Watch presentation. He commended Dr. Quintero, Principal of Sussman Middle School on her presentation. He pointed out that now all middle schools in the District are on the Schools to Watch.

Mr. Kennedy, visit Administrative Business Services department and met with Dr. McEntire, Associate Superintendent, Administrative Business Services. He learned about the divisions that fall under Administrative Business Services. He was impressed with all they do.

Mr. Kennedy shared that he attended the recent Board of Education meeting. He enjoyed the presentation from Ward Elementary. He praised the students on their presentation. He also enjoyed the presentation on California Assessment of Student Performance and Progress (CAASPP).

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; Dr. Robert McEntire, Associate Superintendent, Administrative Services; Dr. Rebekah Ruswick, Director, Special Education, John Shook, Director, M.O.T. Services; Chris Nezzar, Chief Technology Officer; Michael Martinez, Senior Director, Budget and Finance, Wesley Lee, Asst. Director, Budget and Finance; Louis Smith, Payroll Supervisor; Marc Milton, Director, Food Services; Hismelda Macias, Treasurer; John Torres, President, CSEA Unit II. She thanked everyone for attending.

Ms. Lumsdaine echoed the comments made by the two commissioners about the tragedy of loss of property and life this week.

Ms. Lopez thanked all in attendance for their presence. Ms. Lopez gave an update on the activities of the Human Resources Department. She gave an update on projects the department has been working on to improve efficiency on processing employee actions as it related to leave of absence and evaluations. She also indicated the department will soon be focusing on other projects such as reasonable assurance, the employee service ceremony, and summer school.

Ms. Lopez announced a series of behavior management trainings that are available to instructional aides in the District. The series includes three levels. The trainings were well attended last year that the Special Education department decided to add a third training. This is an opportunity for staff to learn and grow in their profession.

Ms. Lopez reviewed and answered questions regarding the December Vacancy/Recruitment Status Report.

Mr. John Torres thanked Mr. Kennedy for joining him in the ride along and shadowing him for a day.

#187  
CONSENT AGENDA

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action item 188 -190).

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

#188  
RATIFY CERTIFICATION OF  
SR. INST. ASST. - BEHAVIOR  
ELIGIBILITY LIST

**RATIFY** certification of Senior Instructional Assistant – Behavior list established January 8, 2025.

#189  
RATIFY CERTIFICATION OF  
INST. ASST. COM. APPS.  
ELIGIBILITY LIST

**RATIFY** certification of Instructional Assistant – Computer Applications established January 8, 2025.

#190  
RATIFY CERTIFICATION OF  
LEAD ELECTRICAL  
WORKER ELIGIBILITY LIST

**RATIFY** certification of Lead Electrical Worker established January 10, 2025.

#191  
OLD BUSINESS

None.

#192  
NEW BUSINESS

None.

#193  
NEXT REGULAR  
MEETING

The next Regular Meeting of the Personnel Commission will be February 19, 2025, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Ave., Downey, California.

#194  
CLOSED SESSION

The Personnel Commission retired to closed session at 4:22 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#195  
OPEN SESSION

The Personnel Commission returned to open session at 5:09 p.m. There were no reportable actions taken during closed session.

#196  
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 5:09 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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Ceylida Lopez, Director

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 13, 2025

Eligibility List Established on January 13, 2025

<b>FOOD SERVICE ASSISTANT I</b>		<b>OPEN/CONTINUOUS RECRUITMENT</b>
<b>Date Range of Eligibility List: 1/13/2025 – 07/12/2025</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		111
Passed App. Screen & Invited to Written Exam:		30
Took Written Exam:		10
Passed Written Exam & Invited to QAI:		9
Passed QAI & Put on Eligibility List		6
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		2
Rank 2:		2
Rank 3:		2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 13, 2025

Eligibility List Established on January 15, 2025

<b>INTERMEDIATE CLERICAL ASSISTANT</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 01/15/2025 – 01/14/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		213
Passed App. Screen & Invited to Written Exam:		78
Took Written Exam:		56
Passed Written Exam & Invited to QAI:		46
Passed QAI & Put on Eligibility List		40
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		2
Rank 2:		2
Rank 3:		7
Rank 4:		14
Rank 5:		14
Rank 6:		1



**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 13, 2025

Eligibility List Established on January 21, 2025

<b>FOOD SERVICE ASSISTANT</b>		<b>OPEN/CONTINUOUS RECRUITMENT</b>
<b>Date Range of Eligibility List: 01/21/2025 – 07/20/2025</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		43
Passed Application Screening & invited to QAI:		28
Took QAI:		13
Passed QAI & Put on Eligibility List		12
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		3
Rank 2:		7
Rank 3:		2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 13, 2025

Eligibility List Established on January 22, 2025

<b>SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 1/22/2025 – 1/21/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		27
AA Req. met & invited to ESSA Exam:		14
Met ESSA Requirements & Invited to QAI:		7
Took QAI:		5
Passed QAI & Put on Eligibility List		5
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	2
	Rank 2:	1
	Rank 3:	2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 13, 2025

Eligibility List Established on January 22, 2025

<b>SENIOR INSTRUCTIONAL ASSISTANT - MEDICAL</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 1/22/2025 – 1/21/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		10
AA Req. met & invited to ESSA Exam:		2
Met ESSA Requirements & Invited to QAI:		2
Took QAI:		2
Passed QAI & Put on Eligibility List		2
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		2
Rank 2:		
Rank 3:		

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 13, 2025

Eligibility List Established on January 27, 2025

<b>INSTRUCTIONAL ASSISTANT - NURSING</b>		<b>OPEN RECRUITMENT</b>
<b>Date Range of Eligibility List: 1/27/2025 – 1/26/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		19
AA Req. met & invited to ESSA Exam:		6
Met ESSA Requirements & Invited to QAI:		4
Took QAI:		3
Passed QAI & Put on Eligibility List		3
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	3
	Rank 2:	0
	Rank 3:	0

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 13, 2025

Eligibility List Established on January 29, 2025

<b>COMPUTER/NETWORK SUPPORT TECHNICIAN</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 01/29/2025 – 01/28/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		83
Passed App. Screen & Invited to Written Exam:		44
Took Written Exam:		41
Passed Written Exam & Invited to QAI:		22
Passed QAI & Put on Eligibility List		19
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	1
	Rank 2:	9
	Rank 3:	9

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 13, 2025

Eligibility List Established on January 31, 2025

<b>CHEMICAL APPLICATIONS SPECIALIST</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 01/31/25 – 01/30/26</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		41
Passed Application Screening & Proceeded to Evaluation of Training and Experience:		20
Invited to Written Exam:		20
Took Written Exam:		17
Passed Written Exam & Invited to Performance Exam:		16
Took Performance Exam :		14
Passed Performance Exam & Invited to QAI:		10
Passed QAI & Put on Eligibility List		9
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	1
	Rank 2:	1
	Rank 3:	4
	Rank 4:	3

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

DATE: January 14, 2025  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL ASSISTANT)

ACTION ITEM

We have received a request from Rebecca Piephosu, Principal - DHH, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant. This new position is being requested to provide classroom support at Downey High School.

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, assigned to Downey High School, 32.5 hours per week, ten months per year, at range 105, \$3,750 - \$4,557 per month, effective January 15, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Downey High School, 32.5 hours per week, ten months per year, at range 105, \$3,750 - \$4,557 per month, effective January 15, 2025.

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

DATE: January 14, 2025  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF SIX NEW POSITIONS (FOOD SERVICE ASSISTANT I)

ACTION ITEM

We have received a request from Marc Milton, Director, Food Services, to establish six new positions with duties corresponding to the current classification of Food Service Assistant I. This new position is being requested to provide support to Warren High School, Downey High School, Doty Middle School, Griffiths Middle School, Stauffer Middle School and Sussman Middle School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of six new position with duties corresponding to the current classification of Food Service Assistant I, 17.5 hours per week, ten months per year, at range 65, \$3,293 - \$4,002 per month, effective January 15, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of six new positions with duties corresponding to the current classification Food Service Assistant I, 17.5 hours per week, ten months per year, at range 65, \$3,293 - \$4,002 per month, effective January 15, 2025.



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

DATE: January 14, 2025  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (BUYER)

ACTION ITEM

We have received a request from Dr. Robert McEntire, Associate Superintendent, to establish one new position with duties corresponding to the current classification of Buyer. This new position is being requested to provide support in the Purchasing Department.

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 Buyer, assigned to the Purchasing Department, 40 hours per week, twelve months per year, at range 190, \$5,681 - \$6,903 per month, effective January 15, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of Buyer, assigned to the Purchasing Department, 40 hours per week, twelve months per year, at range 190, \$5,681 - \$6,903 per month, effective January 15, 2025.

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

DATE: January 14, 2025  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF THREE NEW POSITION (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Caridad Calvo, Principal - Imperial, to establish three new positions with duties corresponding to the current classification of Food Service Assistant. These new positions are being requested to provide mealtime support at Imperial Elementary.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Imperial Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective January 15, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Imperial Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective January 15, 2025.

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

DATE: January 14, 2025  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF THREE NEW POSITION (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Gladys Diaz, Principal - Ward, to establish three new positions with duties corresponding to the current classification of Food Service Assistant. These new positions are being requested to provide mealtime support at Ward Elementary.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Ward Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective January 15, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Ward Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective January 15, 2025.

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

DATE: January 14, 2025  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Dr. Barak Stanley, Principal – Alameda, to establish three new positions with duties corresponding to the current classification of Food Service Assistant. These new positions are being requested to provide mealtime support at Alameda Elementary.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Alameda Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective January 15, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Alameda Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective January 15, 2025.