

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

AGENDA #7

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
January 15, 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 December 18, 2024. 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 Senior Instructional Assistant – Behavior list established January 8, 2025. 6
2. **RATIFY** certification of Instructional Assistant – Computer Applications list established January 8, 2025. 7
3. **RATIFY** certification of Lead Electrical Worker list established January 10, 2025. 8

III. OLD BUSINESS

None.

IV. NEW BUSINESS

None

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)]

V. NEXT REGULAR MEETING

February 19, 2025, at 4:00 p.m. in the Lloyd L. Stromberg
Conference Room, 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

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

December 18, 2024

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, December 18, 2024, at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#158
PLEDGE OF
ALLEGIANCE

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

#159
ROLL

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

Present: John Kennedy
Dianne Lumsdaine
Angie Rademaker

#160
MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mr. Kennedy, seconded by Ms. Lumsdaine and the motion carried unanimously, to approve the minutes of the Regular Meeting of November 20, 2024.

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

#161
CORRESPONDENCE
RECEIVED

Correspondence received.

#162
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the recent Board of Education meeting and was happy to know the District received the Golden Bell Award again. She thanked the district staff for all they do. She wished all a Merry Christmas and a Happy New Year.

Mr. Kennedy shared that he attended the football game at Columbus High School and was impressed with the athletes. He also enjoyed attending the Downey High School Play, the Laramie Project.

Mr. Kennedy attended the Downey Christmas Parade to support the Striking Vikings, who carried banners for veterans. He worked at the Gallatin library as a special invitation from the former President of the Board.

Mr. Kennedy shared he attended the Stauffer Foundation Board meeting.

Mr. Kennedy shared that he attended the recent Board of Education meeting. He enjoyed listening to the Warren singers. He recognized the District for winning another Golden Bell award for Unified Sports. In addition, he also attended the E-Sports competition. It was an interesting competition where Downey High was the winner.

Mr. Kennedy shared that he attended the Board installation meeting and it was very nice. He wished everyone happy holidays and hopefully get to take some time off to recharge and be with family.

Ms. Lumsdaine stated that she attended the recent Board of Education and reorganization meetings. She congratulated Mr. Jose Rodriguez, Ms. Gigi Perez-Saab, Ms. Linda Solomon Saldaña, and Mr. Mark Morris for their installation on the Board. She shared that she was impressed by the family atmosphere and that this is one of the things that make this District so wonderful. This District builds on family values, and is part of what makes it so special.

Ms. Lumsdaine congratulated Ms. Nancy Swenson, outgoing Board President, for a wonderful job. Ms. Lumsdaine mentioned she looks forward to working with the new Board President, Ms. Saldaña.

Ms. Lumsdaine acknowledged the attendance of Mr. Jose Rodriguez, School Board Member; Ms. Gigi Perez Saab, School Board Member; Dr. John Garcia, Jr., Superintendent; Dr. Robert McEntire, Associate Superintendent, Administrative Services; Dr. Alyda Mir, Assistant Superintendent, Certificated Human Resources; John Shook, Director, M.O.T. Services; Carlos Fornelli, Asst. Director, M.O.T. Services; Chris Nezzar, Chief Technology Officer; Wesley Lee, Asst. Director, Financial Services; Louis Smith, Payroll Supervisor; Marc Milton, Director, Food Services; Marisol Alarid, President CSEA Unit I; Hismelda Macias, Treasurer; John Torres, President, CSEA Unit II; Morgen Hoel, Chief Public Relations Officer; Maria Carbajal, Supervising Personnel Analyst, and all others present.

Ms. Lopez thanked all in attendance for their presence. Ms. Lopez gave an update on the activities of the Human Resources Department. She provided information on the upcoming professional development day, scheduled for December 20th. Approximately 89 District employees will be recertified on First Aid and CPR.

#163
PUBLIC HEARD

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

Dr. Garcia thanked Ms. Lumsdaine for accepting the reappointed to the Commission for another three-year term and is looking forward to her reinstallation.

Dr. Garcia extended a personal invitation the District Office Breakfast to the Commissioners.

#164
CONSENT AGENDA

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, seconded, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action item 165-172.

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

#165
RATIFY CERTIFICATION OF
UTILITY WORKER
ELIGIBILITY LIST

RATIFY certification of Utility Worker eligibility list established November 13, 2024.

#166
RATIFY CERTIFICATION OF
FAMILY AND COMMUNITY
ENGAGEMENT LIAISON
ELIGIBILITY LIST

RATIFY certification of Family and Community Engagement (FACE) Liaison eligibility list established November 21, 2024.

#167
RATIFY CERTIFICATION OF
FOOD SERVICE
ASSISTANT I ELIGIBILITY
LIST

RATIFY certification of Food Service Assistant I eligibility list established November 21, 2024.

#168
RATIFY CERTIFICATION OF
SENIOR INSTRUCTIONAL
ASSISTANT- BEHAVIOR
ELIGIBILITY LIST

RATIFY certification of Senior Instructional Assistant-Behavior eligibility list established December 4, 2024.

#169
RATIFY CERTIFICATION OF
FLOOR MAINTENANCE
WORKER ELIGIBILITY LIST

RATIFY certification of Floor Maintenance Worker eligibility list established December 11, 2024.

#170
RATIFY CLASSIFICATION OF
ONE SR. INSTRUCT. ASST.-
MEDICAL POSITION

RATIFY the classification of one Senior Instructional Assistant-Medical position established by the Board of Education, assigned to Griffiths, effective October 18,2024.

#171
RATIFY CLASSIFICATION OF
ONE LIMITED TERM SR.
INSTRUCT. ASST. –
MEDICAL POSITION

RATIFY the classification of one limited-term Senior Instructional Assistant – Medical position established by the Board of Education, assigned to the DHH program, effective October 21, 2024-December 31, 2024,

#172
RATIFY CLASSIFICATION OF
ONE FOOD SERVICE ASST.
I POSITION

RATIFY the classification of one Food Service Assistant I position established by the Board of Education, assigned to Carpenter Elementary School, effective November 1, 2024.

#173
OLD BUSINESS

None

#174
NEW BUSINESS

Each of the following recommendations was reviewed by Director Lopez prior to approval:

#175
SEATING OF
COMMISSIONER

Installation of the Joint Appointee to the Personnel Commission. Ms. Diane Lumsdaine has been reappointed to a three-year term commencing December 1, 2024, through December 1, 2027

#176
ELECTION OF OFFICERS
OF THE PERSONNEL
COMMISSION

Ms. Gigi Perez-Saab, Board Member, accompanied by special invitation Ms. Marisol Alarid, President CSEA Unit I and Mr. John Torres, President, Unit II, administered the Oath of Allegiance to Commissioner Lumsdaine as the Joint Appointee to the Personnel Commission of the Downey Unified School District, effective December 1, 2024.

A motion was made by Mr. Kennedy, seconded by Ms. Rademaker, and the motion carried unanimously to **APPROVE** the reelection of Dianne Lumsdaine as Chairperson and the reelection of John Kennedy as Vice Chairperson of the Personnel Commission for the term ending November 30, 2025.

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

#177
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be January 25, 2025, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Ave., Downey, California.

#178
CLOSED SESSION

The Personnel Commission retired to closed session at 4:23 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#179
OPEN SESSION

The Personnel Commission returned to open session at 4:32 p.m. There were no reportable actions taken during closed session.

#180
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Mr. Larry Gonzales former Vernon City Council Member and uncle of Commission Rademaker, Allen Layne former Teacher and Principal of Downey High School and Columbus Continuation School, Terry Lee Owens mother of Anthony Zegarra, Administrator of Business Services, and Princeton Jones, son of Creole

Green, Speech Language Pathologist Assistant; at 4:32 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

Ceylida Lopez, Director

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on January 15, 2025

Eligibility List Established on January 8, 2025

SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 1/8/2025 – 1/7/2026		
Recruitment Process		
Applications Received and Screened:		17
AA Req. met & invited to ESSA Exam:		4
Met ESSA Requirements & Invited to QAI:		3
Took QAI:		1
Passed QAI & Put on Eligibility List		1
Number of Eligible Candidates per Rank		
	Rank 1:	1
	Rank 2:	0
	Rank 3:	0

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on January 15, 2025

Eligibility List Established on January 8, 2025

INSTRUCTIONAL ASSISTANT - COMPUTER APPLICATIONS		OPEN RECRUITMENT
Date Range of Eligibility List: 1/8/2025 – 1/7/2026		
Recruitment Process		
Applications Received and Screened:		44
AA Req. met & invited to ESSA Exam:		26
Met ESSA Requirements & Invited to QAI:		22
Took QAI:		13
Passed QAI & Put on Eligibility List		12
Number of Eligible Candidates per Rank		
	Rank 1:	2
	Rank 2:	2
	Rank 3:	3
	Rank 4:	3
	Rank 5:	2

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on January 15, 2025

Eligibility List Established on January 10, 2025

LEAD ELECTRICAL WORKER	PROMO RECRUITMENT
Date Range of Eligibility List: 01/10/2025 – 01/09/2026	
Recruitment Process	
Applications Received and Screened:	17
Passed Application Screening & Proceeded to Supplemental Questionnaire:	2
Passed Supplemental Q & Invited to QAI:	2
Passed QAI & Put on Eligibility List	2
Number of Eligible Candidates per Rank	
Rank 1:	2