

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

MINUTES

Regular Meeting

August 20, 2025

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, August 20, 2025, at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#26
PLEDGE OF
ALLEGIANCE

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

#27
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#28
MINUTES OF SPECIAL
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 July 16, 2025.

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

#29
CORRESPONDENCE
RECEIVED

Ms. Lopez, shared correspondence.

#30
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the Board of Education meeting and expressed her excitement at seeing three former colleagues who are now serving as administrators.

She was pleased to hear that summer school was very successful, enjoyed the presentation on National Parks, and appreciated the update on the Team Up program for middle schools.

Ms. Rademaker thanked all employees for their hard work and shared that she is proud to be part of the District.

Mr. Kennedy shared that he attended the Board of Education meeting and enjoyed the presentations on summer school. He was pleased to hear about the enrichment opportunities at the high schools, the fun activities at the elementary level, and how much students enjoyed math at the middle school.

He also attended the renaming ceremony for John Garcia Elementary, noting that it was a very nice event.

Mr. Kennedy expressed his happiness to hear that district enrollment is increasing, which he said speaks highly of the programs offered and the strength of the District as a whole.

Ms. Lumsdaine shared that she attended the Board of Education meeting and appreciated the discussion on summer school as well as the preparations for the new school year. She noted that she is impressed with the increase in enrollment.

She also highlighted the Board's approval of a donation to the District, specifically to support classified staff in participating in CliftonStrengths Training, and expressed her gratitude for this generous contribution to Mr. John Kennedy.

In addition, Ms. Lumsdaine attended the renaming ceremony for Garcia Elementary, describing it as an emotional event with a strong sense of family and community.

Ms. Lumsdaine acknowledged the attendance of Dr. Roger Brossmer, Superintendent, Dr. Robert McEntire, Associate Superintendent, Business Services; Marc Milton, Director, Food Services; Wesley Lee, Assistant Director, Finance; Louis Smith, Payroll Supervisor; Marisol Alarid, CSEA Unit I, President; Hismelda Macias, CSEA Unit I Treasurer; Morgan Hoel, CSEA Unit II, Chief PR Officer. She thanked everyone for attending.

Ms. Lopez formally announced the selection of Maria Carbajal as the new Assistant Director of Classified Human Resources. Ms. Carbajal's experience and expertise will play a vital role in helping Classified HR enhance efficiency while ensuring continued compliance with laws, regulations, and collective bargaining agreements.

She also announced the selection of Martha Espinoza as Personnel Technician. In this role, Ms. Espinoza will be instrumental in supporting the team and ensuring that school sites and staff continue to receive timely and efficient service.

Additionally, Ms. Lopez shared that at the recent Board of Education meeting, the Board accepted a generous donation to the Classified Department from Mr. John Kennedy, in memory of his beloved wife, Linda Kennedy. She expressed gratitude for his generosity, noting that the donation will provide CliftonStrengths training to approximately 500 classified employees—a significant achievement that will have a lasting impact on staff and the District as a whole.

Lastly, Ms. Lopez reviewed and responded to questions regarding the August Vacancy and Recruitment Status Report.

#32
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 (33-44))

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

#33
RATIFY CERTIFICATION OF
FAMILY & COMM.
ENGAGEMENT LIAISON
ELIGIBILITY LIST

RATIFY certification Family and Community Engagement Liaison list established May 30, 2025.

#34
RATIFY CERTIFICATION OF
SR. CLERICAL ASST. LIST

RATIFY certification of Senior Clerical Assistant list established June 27, 2025.

#35
RATIFY CERTIFICATION OF
EARLY LEARNING ASST.
ELIGIBILITY LIST

RATIFY certification of Early Learning Assistant list established July 18, 2025.

#36
RATIFY CERTIFICATION OF
FOOD SERV. ASST.
ELIGIBILITY LIST

RATIFY certification of Food Service Assistant list established July 21, 2025.

#37
RATIFY CERTIFICATION OF
ASST. DIRECTOR,
CLASSIFIED HUMAN
RESOURCES ELIGIBILITY
LIST

RATIFY certification of Assistant Director, Classified Human Resources list established July 22, 2025.

#38
RATIFY CERTIFICATION OF
FINANCIAL OPERATIONS
ANALYST ELIGIBILITY LIST

RATIFY certification of Financial Operations Analyst list established July 24, 2025.

#39
RATIFY CERTIFICATION OF
FOOD SERVICE
ASSISTANT I. ELIGIBILITY
LIST

RATIFY certification of Food Service Assistant I established July 25, 2025.

#40
RATIFY CERTIFICATION OF
SENIOR INSTRUCTIONAL
ASSISTANT - BEHAVIOR
ELIGIBILITY LIST

RATIFY certification of Senior Instructional Assistant - Behavior list established July 29, 2025.

#41 RATIFY CERTIFICATION OF FOOD SERVICE ASSISTANT ELIGIBILITY LIST	RATIFY certification of Food Service Assistant list established July 31, 2025.																
#42 RATIFY CERTIFICATION OF FOOD SERVICE ASSISTANT ELIGIBILITY LIST	RATIFY certification of Instructional Assistant - Nursing list established August 11, 2025.																
#43 RATIFY CLASSIFICATION OF LEAD FOOD SERVICE ASSISTANT POSITION	RATIFY the classification of one Lead Food Service Assistant position established by the Board of Education, assigned to PACE School, effective August 6, 2025.																
#44 RATIFY CLASSIFICATION OF SENIOR INSTRUCTIONAL ASSISTANT - MEDICAL POSITION	RATIFY the classification of one Senior Instructional Assistant - Medical position established by the Board of Education, assigned to Price School, effective August 6, 2025.																
#45 OLD BUSINESS	None																
#46 NEW BUSINESS	Each of the following recommendations was reviewed by Director Lopez prior to approval:																
#47 APPROVE CHANGES TO THE FACILITIES CONSTRUCTION MANAGER CLASS DESCRIPTION.	A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to APPROVE changes to the class description of Facilities Construction Manager, effective August 21, 2025																
#48 APPROVE PROPOSED NEW CLASSIFICATION OF FOOD SERVICE WAREHOUSE WORKER.	A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously APPROVE the proposed new classification of Food Service Warehouse Worker, as attached, and placement of the classification set at Range 150 (\$4,782 - \$5,818 per month) on the Classified Salary Schedule (AR 5241.2), effective August 21, 2025																
	<table><tr><td><u>Roll-Call Vote</u></td><td><u>Ayes</u></td><td><u>Noes</u></td><td><u>Abstained</u></td></tr><tr><td>John Kennedy</td><td>X</td><td></td><td></td></tr><tr><td>Dianne Lumsdaine</td><td>X</td><td></td><td></td></tr><tr><td>Angie Rademaker</td><td>X</td><td></td><td></td></tr></table>	<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	John Kennedy	X			Dianne Lumsdaine	X			Angie Rademaker	X		
<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>														
John Kennedy	X																
Dianne Lumsdaine	X																
Angie Rademaker	X																
#49 NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission will be September 17, 2025, at 4:00 p.m., in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Ave., Downey, California.																

#50
CLOSED SESSION

The Personnel Commission retired to closed session at 4:21 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#50
OPEN SESSION

The Personnel Commission returned to open session at 4:53 p.m. There being no reportable actions taken during closed session.

#51
ADJOURNMENT

The Regular meeting of the Personnel Commission was declared adjourned in memory of Crisanta Rademaker. She was Commissioner Rademaker's mother-in-law at 4:53 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

Ceylida Lopez, Director