

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

AGENDA #7

Regular Meeting
Grace E. Horney Board Room
of the Gallegos Administration Center

4:00 p.m.
January 21, 2026

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. Roll.
4. **APPROVE** Minutes of the Regular Meeting of December 17, 2025. 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 Custodian list established December 3, 2025. 6
2. **RATIFY** certification of Bus Driver list established December 10, 2025. 7
3. **RATIFY** certification of Food Service Assistant list established December 11, 2025. 8
4. **RATIFY** certification of Family and Community Engagement (FACE) Specialist list established December 12, 2025. 9
5. **RATIFY** certification of Food Service Warehouse Worker list established December 15, 2025. 10
6. **RATIFY** certification of Food Service Assistant I list established December 19, 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)]

7. **RATIFY** the classification of one Campus Security Assistant position established by the Board of Education, assigned to Warren High School, effective January 14, 2026. 12
- III. OLD BUSINESS
- IV. NEW BUSINESS
1. **APPROVE** changes to the class description of Campus Security Assistant, effective January 22, 2026. 13-16
- V. NEXT REGULAR MEETING
- February 25, 2026, at 4:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 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

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

MINUTES
Regular Meeting

December 17, 2025

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, December 17, 2025, at 4:00 p.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#126
PLEDGE OF
ALLEGIANCE

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

#127
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine

#128
MINUTES OF SPECIAL
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 19, 2025.

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

#129
CORRESPONDENCE
RECEIVED

None

#130
ORAL
COMMUNICATIONS

Mr. Kennedy shared that he attended the Downey High School play based on *Dungeons & Dragons* and was impressed by the students' acting. He was especially moved by Mr. Nelson's remarks about Bobbie Samperi, noting that each year Bobbie would write a personal note about his play.

He also attended the Classified HR Cookie Tasting event. He chose not to select a favorite cookie, so as not to offend anyone.

In addition, Mr. Kennedy attended the School Board meeting and enjoyed the Griffiths Choir performance, as well as a brief presentation from Financial Services.

He also participated in the special Board meeting where Mr. Rodriguez was sworn in and was pleased to see such a large turnout of family members in attendance.

Lastly, he extended holiday greetings and wished everyone a happy holiday season.

Ms. Lumsdaine shared that she attended the School Board meeting and enjoyed the presentation by the Griffiths Choir students.

She also attended the Griffiths choir, beginning band, and choir presentations at Griffiths. She commended Mr. Nathan Ksiazek, Music Director, noting that he is doing an excellent job with the students.

Ms. Lumsdaine expressed regret that she was unable to attend the special Board meeting, but acknowledged the wonderful job Ms. Linda Salomon Saldaña did and congratulated Mr. Rodriguez on his new role as School Board President.

She welcomed and congratulated the new CSEA Board, including Hismelda Macias as the new CSEA President and Marisol Alarid as Vice President.

She shared how pleased she was to see such a strong presence at the Downey parade from the schools, highlighting how well represented the District and School Board were. She noted that this was a testament to the strong partnership between the City and the School District, working together as one.

Ms. Lumsdaine gave a shout-out to Mr. Nezzzer, Chief Technology Officer, for the successful E-sports event at Downey High School, stating how impressive it is to see what the department continues to accomplish.

She concluded by wishing everyone a very joyous and happy holiday season, reminding those who are traveling to be safe and encouraging everyone to take time to hold their loved ones close.

Ms. Lumsdaine acknowledged the attendance of Dr. Roger Brossmer, Superintendent, Dr. Robert McEntire, Associate Superintendent, Business Services; John Shook, Director of MOT; Chris Nezzzer, Chief Technology Officer; Michael Martinez, Senior Director, Budget and Finance; Wesley Lee, Assistant Director, Budget and Finance; Louis Smith, Payroll Supervisor; Tarek Israwi, Assistant Director, Technology and Information Systems, Marisol Alarid, President CSEA Unit I, Hismelda Macias, CSEA, Treasurer, CSEA Unit I, Morgen Hoel, Chief Public Relations Officer, CSEA Unit I and Maria Carbajal, Assistant Director, Classified Human Resources. She thanked everyone for attending.

Ms. Lopez wished Dr. Wayne Shanon a happy retirement and thanked him for his continued support and leadership.

She acknowledged Ms. Marisol Alarid and expressed appreciation for her leadership and dedication in her role as CSEA Unit I President. Ms. Lopez also extended a warm welcome to Hismelda Macias as she steps into her new role as President.

Ms. Lopez provided a brief overview of SB 848, which expands the school employee misconduct disclosure requirements under AB 2534. She noted that the office is currently working to prepare and implement the necessary steps to ensure compliance with these requirements.

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

#131
PUBLIC HEARD

None

#132
CONSENT AGENDA

A motion was made by Mr. John Kennedy, seconded by Ms. Lumdaine, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action item (133-140).

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumdaine	X		

#133
RATIFY CERTIFICATION OF
INTERMEDIATE CLARICAL
ASST. ELIGIBILITY LIST

RATIFY certification of Intermediate Clerical Assistant list established October 24, 2025.

#134
RATIFY CERTIFICATION OF
SR. INST. ASST. –
BEHAVIOR ELGIBILITY LIST

RATIFY certification of Senior Instructional Assistant - Behavior list established November 5, 2025.

#135
RATIFY CERTIFICATION OF
ELEM. CAMPUS. ASST.
ELIGIBILITY LIST

RATIFY certification of Elementary Campus Assistant list established November 13, 2025.

#136
RATIFY CERTIFICATION OF
SR. INST. ASST. SL.
ELIGIBILITY LIST

RATIFY certification of Senior Instructional Assistant – Sign Language list established December 1, 2025.

#137
RATIFY CERTIFICATION OF
SR. INST. ASST -
BEHAVIOR ELIGIBILITY LIST

RATIFY certification of Senior Instructional Assistant - Behavior list established December 3, 2025.

#138
RATIFY CERTIFICATION OF
SR. INST. ASST. - MEDICAL
ELIGIBILITY LIST

RATIFY certification of Senior Instructional Assistant - Medical list established December 3, 2025.

#139
RATIFY CERTIFICATION OF
SPEECH. PATH. LANG.
ASST. ELIGIBILITY LIST

RATIFY certification of Speech-Language Pathology Assistant list established December 4, 2025.

#140
RATIFY CLASSIFICATION
OF INTERMEDIATE
CLERICAL ASST. POSITION

RATIFY the classification of one Intermediate Clerical Assistant position established by the Board of Education, assigned to Williams Elementary School, effective December 10, 2025.

#141
OLD BUSINESS

None

#142
NEW BUSINESS

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

#143
SEATING OF
COMMISSIONER

Item tabled.

#144
ELECTION OF OFFICERS
OF THE PERSONNEL
COMMISSION

A motion was made by Mr. Kennedy, seconded by Ms. Lumsdaine 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, 2026.

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

#145
RECLASSIFICATION OF
TAREK ISRAWI FROM
ASST. DIR., TECH. AND
INFO. SYST. TO DIR., TECH.
AND INFO. SYST.

A motion was made by Mr. Kennedy, seconded by Ms. Lumsdaine and the motion carries unanimously, to **APPROVE** the proposed reclassification of Tarek Israwi position from Assistant Director, Technology and Information System Director to Director, Technology and Information Systems including the recommended revisions to the Director, Technology and Information System classification and realignment of salary on the Management Salary Schedule, Range 140 (\$12,469-\$15,154 monthly), effective January 1, 2026.

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

#146
APPROVE CHANGES TO
THE ASST. DIR. FAC. PLAN,
DEV.

A motion was made by Mr. Kennedy, seconded by Ms. Lumsdaine and the motion carries unanimously, to **APPROVE** the changes of the Assistant Director, Facilities Planning and Development job description, as attached effective December 18, 2025.

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

#147
NEXT REGULAR
MEETING

January 21, 2026, at 4:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 11627 Brookshire Ave., Downey, CA 90241.

#148
CLOSED SESSION

The Personnel Commission retired to closed session at 5:28 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#149
OPEN SESSION

The Personnel Commission returned to open session at 5:50 p.m. There being no reportable actions taken during closed session.

#150
ADJOURNMENT

The Regular meeting of the Personnel Commission was declared adjourned in memory of Eddie Rademaker, John "Jack" Frederick Seimenn, and Marilyn Louis at 5:50 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 21, 2026

Eligibility List Established on December 3, 2025

CUSTODIAN	OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 12/03/2025 – 12/02/2026	
Recruitment Process	
Applications Received and Screened:	113
Passed App. Screening & Invited to Performance Exam:	39
Took Performance Exam:	28
Passed Performance Exam & Invited to QAI:	28
Passed QAI & Put on Eligibility List	28
Number of Eligible Candidates per Rank	
Rank 1:	5
Rank 2:	8
Rank 3:	8
Rank 4:	6
Rank 5:	1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on January 21, 2026

Eligibility List Established on December 10, 2025

BUS DRIVER	OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 12/10/2025 – 12/09/2026	
Recruitment Process	
Applications Received and Screened:	23
Passed Application Screening & invited to QAI:	13
Took QAI:	8
Passed QAI & Put on Eligibility List	8
Number of Eligible Candidates per Rank	
Rank 1:	1
Rank 2:	2
Rank 3:	5

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on January 21, 2026

Eligibility List Established on December 11, 2025

FOOD SERVICE ASSISTANT	OPEN/CONTINUOUS RECRUITMENT
Date Range of Eligibility List: 12/11/2025 – 6/10/2026	
Recruitment Process	
Applications Received and Screened:	124
Passed Application Screening & invited to QAI:	122
Took QAI:	37
Passed QAI & Put on Eligibility List	25
Number of Eligible Candidates per Rank	
Rank 1:	2
Rank 2:	4
Rank 3:	9
Rank 4:	10

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on January 21, 2026

Eligibility List Established on December 12, 2025

FAMILY AND COMMUNITY ENGAGEMENT (FACE) SPECIALIST	OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 12/12/25 – 12/11/26	
Recruitment Process	
Applications Received and Screened:	141
Passed Application Screening & Proceeded to Evaluation of Training & Experience:	51
Passed Evaluation of Training & Experience & Invited to QAI:	26
Took QAI:	25
Passed QAI & Put on Eligibility List	16
Number of Eligible Candidates per Rank	
Rank 1:	4
Rank 2:	6
Rank 3:	4
Rank 4:	2

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on January 21, 2026

Eligibility List Established on December 15, 2025

FOOD SERVICE WAREHOUSE WORKER	OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 12/15/2025 – 12/14/2026	
Recruitment Process	
Applications Received and Screened:	100
Passed App. Screen & Invited to Written Exam:	23
Took Written Exam:	18
Passed Written Exam & Invited to QAI:	17
Passed QAI & Put on Eligibility List	6
Number of Eligible Candidates per Rank	
Rank 1:	2
Rank 2:	4

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on January 21, 2026

Eligibility List Established on December 19, 2025

FOOD SERVICE ASSISTANT I	OPEN/CONTINUOUS RECRUITMENT
Date Range of Eligibility List: 12/19/2025 – 06/18/2026	
Recruitment Process	
Applications Received and Screened:	112
Passed App. Screen & Invited to Written Exam:	54
Took Written Exam:	15
Passed Written Exam & Invited to QAI:	12
Passed QAI & Put on Eligibility List	7
Number of Eligible Candidates per Rank	
Rank 1:	5
Rank 2:	2

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

DATE: January 13, 2026
TO: Roger Brossmer, Ed.D., Superintendent
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH ONE NEW POSITION – CAMPUS SECURITY ASSISTANT

ACTION ITEM

We have received a request from Dr. Cari White, Principal of Warren High School, to establish a new position with duties corresponding to the current classification of Campus Security Assistant. This new position is being created to provide additional security support on the campus of Warren High School in order to ensure student safety.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of a new position with duties corresponding to the current classification of Campus Security Assistant assigned to the Warren High School, 40 hours per week, 10 months per year, at range 120 (\$4,029.00 - \$4,905.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of a new position with duties corresponding to the classification of Campus Security Assistant assigned to the Warren High School, 40 hours per week, 10 months per year, at range 120 (\$4,029.00 - \$4,905.00 per month) on the Salary Schedule effective January 14, 2026.

DOWNEY UNIFIED SCHOOL DISTRICT

Office of Classified Human Resources / Personnel Commission

MEMORANDUM

DATE: January 21, 2026
TO: Personnel Commission
FROM: Ceylida Lopez, Director, Classified Human Resources
Prepared by Maria Carbajal, Supervising Personnel Analyst
SUBJECT: RECOMMENDED REVISIONS OF CLASS DESCRIPTION – CAMPUS SECURITY ASSISTANT

ACTION ITEM

Staff met with the District administration team to update the class description for the Campus Security Assistant position. As part of this process, staff is recommending revisions to the distinguishing characteristics to clarify varying schedule needs for new positions that may require work during evenings, weekends, and some holidays.

In addition, staff is updating the license requirements to ensure compliance with recent changes in the law related to Campus Security Assistant certification, including SB 390, as well as CPR and First Aid certification requirements.

The proposed revisions are intended to increase interest in the position and improve the likelihood of successful hires.

The current salary range remains appropriate; therefore, no changes to the compensation for this classification are being proposed.

DIRECTOR’S RECOMMENDATION

Approve changes to the Campus Security Assistant job description, effective January 22, 2026.

CLASS TITLE: CAMPUS SECURITY ASSISTANT

BASIC FUNCTION:

Under the direction of a School Site Administrator, patrol and monitor campus to maintain order and security in a middle school or high school setting; assure student compliance with school and District policies and regulations.

DISTINGUISHING CHARACTERISTICS:

A campus security assistant works closely with administrators and staff, providing security and safety for students, staff, visitors, and facilities. Some positions may require evening, weekend, and holiday work.

REPRESENTATIVE DUTIES:

Maintain security of middle school or high school buildings, grounds and facilities.

E

Patrol campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms, parking lots and bus stops; maintain order and security of campus; escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons. ***E***

Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures. ***E***

Observe students during passing periods between classes; assure timely return of students to class. ***E***

Monitor tardy sweeps and in-school suspension periods as assigned. ***E***

Observe student behavior to assure compliance with school rules; determine need for writing referrals. ***E***

Assist visitors with campus orientation and directions. ***E***

Report graffiti and perform minor graffiti cleanup as required. ***E***

Operate walkie-talkie and an electric cart as assigned.

Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of the adolescent.
- Skills utilized to maintain positive relationships with students and adults.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

ABILITY TO:

- Patrol and monitor campus to maintain order and security in a middle school or high school setting.
- Assure student compliance with school and District policies and regulations. Use cleaning materials to remove minor graffiti.
- Learn to interpret, apply and explain rules, regulations, policies and procedures.
- Perform duties with patience, tact and good judgment following established guidelines.
- Learn District organization, operations, policies and objectives.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Observe situations and accurately determine an effective course of action.
- Maintain routine records as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and a minimum of one year's experience working with high school students.

LICENSES AND OTHER REQUIREMENTS:

~~Some positions in this class may be required to utilize a second designated language.~~

Must possess a certificate indicating completion of an approved School Campus Security Training course meeting the requirements set forth in SB 1626 [and SB 390](#) and Education Code 38001.5. Must attend annual District-sponsored Campus Security Training.

[Valid First Aid and CPR certificate issued by an authorized agency, as well as meeting the requirements to keep the certificate current.](#)

WORKING CONDITIONS: ENVIRONMENT:

Indoor and outdoor environment; [exposure to inclement or adverse weather conditions.](#)

PHYSICAL ABILITIES:

Campus Security Assistant

Standing [and walking](#) for extended periods of time; seeing to monitor student campus activity; running and walking; and hearing and speaking to exchange information [and vision to observe student behavior](#). [Bending, pushing, moving, and lifting objects weighing up to 50 pounds. Running and climbing stairs.](#)

HAZARDS:

Adverse weather conditions, potential physical hazards involved in intervening in anti-social, illegal, and violent behavior.

Revised:

[January 2026, D.U.S.D.](#)

July 2015, D.U.S.D.

September 2009, D.U.S.D.

April 2006, D.U.S.D.

November 2000, D.U.S.D.

June 1989, Ewing & Company