

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

AGENDA #5

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

5:00 p.m.
November 19, 2025

**In collaboration with CSEA Unit I and Unit II,
the Personnel Commission cordially invites you to a
Thanksgiving treat, prior to the Personnel Commission
meeting from 4:00 to 5:00 pm.**

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 October 15, 2025. 1-6
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 Communications Specialist list established August 25, 2025. 7
2. **RATIFY** certification of Senior Instructional Assistant - Behavior list established October 2, 2025. 8
3. **RATIFY** certification of Senior Instructional Assistant - Medical list established October 2, 2025. 9

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)]

4. **RATIFY** certification of Food Service Assistant list established October 8, 2025. 10
5. **RATIFY** certification Senior Instructional Assistant - Behavior list established October 9, 2025. 11
6. **RATIFY** certification of Facilities Construction Manager list established October 20, 2025. 12
7. **RATIFY** certification of Elementary Campus Assistant list established October 23, 2025. 13
8. **RATIFY** certification of Food Service Assistant I list established October 27, 2025. 14
9. **RATIFY** certification of Food Service Assistant list established October 30, 2025. 15
10. **RATIFY** the classification of one Senior Instructional Assistant – Sign Language position established by the Board of Education, assigned to DHH Program/Gauldin Elementary School, effective November 13, 2025. 16

III. OLD BUSINESS

IV. NEW BUSINESS

1. **RATIFY** the salary realignment for Bus Driver to Range 280 (\$29.302-\$35.619 per hour) on the Classified Salary Schedule (AR 5241.2), effective July 1, 2025. 17

V. NEXT REGULAR MEETING

December 17, 2025, 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.

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VII. ADJOURNMENT

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

MINUTES

Regular Meeting

October 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, October 15, 2025, at 4:00 p.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#70
PLEDGE OF
ALLEGIANCE

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

#71
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#72
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 September 17, 2025.

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

#73
CORRESPONDENCE
RECEIVED

None

#74
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the Board meeting and announced the approval of her reelection to serve another term as the Union appointee. She expressed her appreciation to both union presidents and their executive boards.

She noted how moved she was by the teacher and administrator grants awarded through the Mary R. Stauffer Foundation.

She also commended Bianca Farina for her nomination as Teacher of the Year.

Ms. Rademaker mentioned she's looking forward to attending the Warren vs. Downey football game.

Lastly, she commended Dr. Brossmer for delivering a wonderful State of the Schools.

Mr. Kennedy shared that 67 grant applications were received this year for the Mary R. Stauffer Foundation, totaling \$500,000. He noted that the committee worked diligently to determine the awardees, and he is looking forward to evaluating the progress of those who received grants.

He shared that he attended the Value of Merit Conference and found the discussions engaging, particularly the sessions on leadership and managing multiple generations in the workplace. He also enjoyed the stakeholder presentation.

Mr. Kennedy noted that he recently visited the Robotics program at Stauffer Middle School and thoroughly enjoyed the experience. He also visited Columbus and expressed how impressed he was with the work taking place there.

He shared that he attended Bobbie's memorial, describing it as a meaningful and well-attended service. He felt Bobbie would have been pleased to see the turnout, which included Dr. Doty, Dr. Sussman, and many current and former teachers.

He also attended the State of the Schools event, where he appreciated the welcoming atmosphere and especially enjoyed the elementary activity.

Mr. Kennedy mentioned that he attended the Board meeting and enjoyed the presentation of the Mary R. Stauffer Foundation awards. He noted that Board Member Nancy Swenson will be visiting classrooms to deliver the awards.

Lastly, he congratulated Stauffer and Griffiths for being named Apple Distinguished Schools and shared that he is looking forward to their recognition ceremony. He also congratulated Ms. Lopez on the new format for the Annual Report.

Ms. Lumsdaine shared that she attended the board meeting as well. She recognized Dr. Brossmer and believes he has a great future with all that is happening in the district. State of the School was amazing. Student Harmony was our leader and really enjoyed the activity. Her husband and daughter attended as members of the Arc. She likes to see community organizations involved and the collaboration with the city.

She also attended the Value of Merit Conference, and it was interesting in the generation discussions. Beta Generation is coming. Very important discussion.

She was also at Bobbie's memorial, so many nice touches from the donuts to the cards for messages to the family, the family speaking. It was a beautiful job and meaningful.

Ms. Lumsdaine indicated she will be attending the Downey Warren game.

Ms. Lumsdaine acknowledged the attendance of Dr. Roger Brossmer, Superintendent, Dr. Robert McEntire, Associate Superintendent, Business Services; John Shook, Director of MOT; Chris Nezzar, Chief Technology Officer; Marc Milton, Director, Food Services; Ashley Catanzano, Director,

Communications and Engagement; Louis Smith, Payroll Supervisor; Marisol Alarid, CSEA Unit I, Hismelda Macias, Treasurer; President; John Torres, CSEA Unit II, President; Jimmy Walton, CSEA Unit II, Job Stewart; Morgan Hoel, CSEA Unit II, Chief PR Officer; Maria Carbajal, Assistant Director, Classified HR; She thanked everyone for attending.

Ms. Lopez also shared in regard to the Value of Merit Conference that the Commissioners and staff were able to attend. She enjoyed the presentation on cultivating relationships in a multi-generational work environment. Unit I and Unit II were present as well and she hoped they found the discussions valuable.

Ms. Lopez announced that staff developed two informational flyers to assist applicants who are not familiar with the Merit system. What is the Merit Hiring Process and Preparing for Your Oral Rating Exam. We hope these will assist applicants and employees become familiar with the process.

She also announced that Ms. Carbajal, Assistant Director launched the first Power of 3 meeting – representing People, Paper and Pay. These meetings will be held quarterly to bring HR, Payroll and Office Managers together.

Another round of CPR and First Aid Training was held on October 13, 2025. This session focused on training Elementary Campus Assistants. The next round of training will take place on December 19, 2025.

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

#75
PUBLIC HEARD

None

#76
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 (77-93).

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

#77
RATIFY CERTIFICATION OF
FOOD SERV. ASST.
ELIGIBILITY LIST

RATIFY certification Food Service Assistant list established September 10, 2025.

#78
RATIFY CERTIFICATION OF
SR. INST. ASST. –
BEHAVIOR ELGIBILITY LIST

RATIFY certification of Senior Instructional Assistant - Behavior list established September 11, 2025.

#79 RATIFY CERTIFICATION OF SR. INST. ASST. - MEDICAL ELIGIBILITY LIST	RATIFY certification of Senior Instructional Assistant - Medical list established September 11, 2025.
#80 RATIFY CERTIFICATION OF UTILITY WORKER ELIGIBILITY LIST	RATIFY certification of Utility Worker list established September 13, 2025.
#81 RATIFY CERTIFICATION OF REGISTERED BEHAVIOR ELIGIBILITY LIST	RATIFY certification of Registered Behavior Technician list established September 18, 2025.
#82 RATIFY CERTIFICATION OF ELEMENTARY CAMPUS ASSISTANT ELIGIBILITY LIST	RATIFY certification of Elementary Campus Assistant list established September 22, 2025.
#83 RATIFY CERTIFICATION OF BUDGET/FINANCIAL ANALYST ELIGIBILITY LIST	RATIFY certification of Budget/Financial Analyst list established September 23, 2025.
#84 RATIFY CLASSIFICATION OF TWO FAMILY AND COMM. ENGAGEMENT SPEC. POSITIONS	RATIFY the classification of two Family and Community Engagement (FACE) Specialist, Bilingual/Biliterate positions established by the Board of Education, assigned to Community Schools Program, effective October 15, 2025.
#85 RATIFY CLASSIFICATION OF FACILITIES CONSTRUCTION COORDINATOR POSITION	RATIFY the classification of one Facilities Construction Coordinator position established by the Board of Education, assigned to Facilities, effective October 15, 2025.
#86 RATIFY CLASSIFICATION OF FOOD SERVICE WAREHOUSE WORKER POSITION	RATIFY the classification of one Food Service Warehouse Worker position established by the Board of Education, assigned to Food Service Operations, effective October 15, 2025.
#87 RATIFY CLASSIFICATION OF INST. ASST.-NURSING. POSITION	RATIFY the classification of one Instructional Assistant - Nursing position established by the Board of Education, assigned to Adult School, effective October 15, 2025.
#88 RATIFY CLASSIFICATION OF REGISTERED BEHAVIOR TECH. POSITION	RATIFY the classification of one Registered Behavior Technician position established by the Board of Education, assigned to Special Education, effective October 15, 2025.

- #89
RATIFY CLASSIFICATION OF STUDENT/SUPPORT SERV. TECH. POSITION
- RATIFY** the classification of one Student/Support Services Technician Bilingual/Biliterate position established by the Board of Education, assigned to the Superintendent's Office, effective October 15, 2025.
- #90
RATIFY CLASSIFICATION OF SR. INST. ASST. - BEHAVIOR POSITION
- RATIFY** the classification of one Senior Instructional Assistant- Behavior position established by the Board of Education, assigned to Ward Elementary School, effective October 15, 2025.
- #91
RATIFY CLASSIFICATION OF SR. INST. ASST. - BEHAVIOR POSITION
- RATIFY** the classification of one Senior Instructional Assistant- Behavior position established by the Board of Education, assigned to Ward Elementary School (TK/K), effective October 15, 2025.
- #92
RATIFY CLASSIFICATION OF SR. INST. 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 October 15, 2025.
- #93
RATIFY CLASSIFICATION OF SR. INST. ASST. – SIGN LANGUAGE POSITION
- RATIFY** the classification of one Senior Instructional Assistant- Sign Language position established by the Board of Education, assigned to DHH Program/Gauldin Elementary School, effective October 15, 2025.
- #94
OLD BUSINESS
- None
- #95
NEW BUSINESS
- Each of the following recommendations was reviewed by Director Lopez prior to approval:
- #96
RECIVE AND APPROVE THE 59th ANNUAL REPORT OF THE PERSONNAL COMMISSION TO THE BOARD OF EDUCATION
- A motion was made by Ms. Rademaker, seconded by Mr. Kennedy and the motion carried unanimously, to approve the 59th Annual Report of the Personnel Commission.
- | <u>Roll-Call Vote</u> | <u>Ayes</u> | <u>Noes</u> | <u>Abstained</u> |
|-----------------------|-------------|-------------|------------------|
| John Kennedy | X | | |
| Dianne Lumsdaine | X | | |
| Angie Rademaker | X | | |
- #97
DISCUSS AND APPROVE THE REVISED PERSONNEL COMMISSION MEETING DATES 2025-2026
- A motion was made by Ms. Rademaker, seconded by Mr. Kennedy and the motion carried unanimously, to approve the revised Personnel Commission Meeting Dates 2025-2026
- | <u>Roll-Call Vote</u> | <u>Ayes</u> | <u>Noes</u> | <u>Abstained</u> |
|-----------------------|-------------|-------------|------------------|
| John Kennedy | X | | |
| Dianne Lumsdaine | X | | |
| Angie Rademaker | X | | |
- #98
NEXT REGULAR MEETING
- November 19, 2025, at 5:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 11627 Brookshire Ave., Downey, CA 90241

#99
CLOSED SESSION

The Personnel Commission retired to closed session at 4:35 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#100
OPEN SESSION

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

#101
ADJOURNMENT

The Regular meeting of the Personnel Commission was declared adjourned at 5:10 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 November 19, 2025

Eligibility List Established on August 25, 2025

COMMUNICATIONS SPECIALIST		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 8/25/2025 – 8/24/2026		
Recruitment Process		
Applications Received and Screened:		132
Passed App. Screen & Invited to Performance Exam:		35
Took Performance Exam:		27
Passed Written Exam & Invited to QAI:		14
Passed QAI & Put on Eligibility List		11
Number of Eligible Candidates per Rank		
	Rank 1:	1
	Rank 2:	3
	Rank 3:	4
	Rank 4:	3

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on November 19, 2025

Eligibility List Established on October 2, 2025

SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 10/2/2025 – 10/1/2026		
Recruitment Process		
Applications Received and Screened:		37
AA Req. met & invited to ESSA Exam:		19
Met ESSA Requirements & Invited to QAI:		14
Took QAI:		10
Passed QAI & Put on Eligibility List		8
Number of Eligible Candidates per Rank		
	Rank 1:	1
	Rank 2:	5
	Rank 3:	2
	Rank 4:	0

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on November 19, 2025

Eligibility List Established on October 2, 2025

SENIOR INSTRUCTIONAL ASSISTANT - MEDICAL		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 10/2/2025 – 10/1/2026		
Recruitment Process		
Applications Received and Screened:		18
AA Req. met & invited to ESSA Exam:		4
Met ESSA Requirements & Invited to QAI:		4
Took QAI:		3
Passed QAI & Put on Eligibility List		3
Number of Eligible Candidates per Rank		
	Rank 1:	1
	Rank 2:	1
	Rank 3:	1
	Rank 4:	0

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on November 19, 2025

Eligibility List Established on October 8, 2025

FOOD SERVICE ASSISTANT	OPEN/CONTINUOUS RECRUITMENT
Date Range of Eligibility List: 10/08/2025 – 4/7/2026	
Recruitment Process	
Applications Received and Screened:	170
Passed App. Screen & Invited to Oral Exam:	77
Took Oral Exam:	17
Passed Oral & Put on Eligibility List	10
Number of Eligible Candidates per Rank	
Rank 1:	2
Rank 2:	1
Rank 3:	7

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on November 19, 2025

Eligibility List Established on October 9, 2025

SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 10/9/2025 – 10/8/2026		
Recruitment Process		
Applications Received and Screened:		15
AA Req. met & invited to ESSA Exam:		9
Met ESSA Requirements & Invited to QAI:		9
Took QAI:		6
Passed QAI & Put on Eligibility List		4
Number of Eligible Candidates per Rank		
	Rank 1:	1
	Rank 2:	2
	Rank 3:	0
	Rank 4:	1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on November 19, 2025

Eligibility List Established on October 20, 2025

FACILITIES CONSTRUCTION MANAGER	OPEN RECRUITMENT
Date Range of Eligibility List: 10/20/2025 – 10/19/2026	
Recruitment Process	
Applications Received and Screened:	33
Passed Application Screening & Proceeded to Evaluation of Training & Experience:	8
Passed Evaluation of Training & Experience & Invited to QAI:	3
Took QAI:	3
Passed QAI & Put on Eligibility List	1
Number of Eligible Candidates per Rank	
Rank 1:	1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on November 19, 2025

Eligibility List Established on October 23, 2025

ELEMENTARY CAMPUS ASSISTANT		OPEN/CONTINUOUS RECRUITMENT
Date Range of Eligibility List: 10/23/2025 - 4/22/2026		
Recruitment Process		
Applications Received and Screened:		82
Invited to QAI:		81
Passed QAI & Put on Eligibility List		17
Number of Eligible Candidates per Rank		
Rank 1:		6
Rank 2:		3
Rank 3:		2
Rank 4:		6

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on November 19, 2025

Eligibility List Established on October 27, 2025

FOOD SERVICE ASSISTANT I	OPEN/CONTINUOUS RECRUITMENT
Date Range of Eligibility List: 10/27/2025 – 4/26/2026	
Recruitment Process	
Applications Received and Screened:	108
Passed App. Screen & Invited to Written Exam:	30
Took Written Exam:	12
Passed Written Exam & Invited to QAI:	12
Passed QAI & Put on Eligibility List	11
Number of Eligible Candidates per Rank	
Rank 1:	1
Rank 2:	4
Rank 3:	5
Rank 4:	1

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

DATE: November 12, 2025
TO: Roger Brossmer, Ed.D., Superintendent
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF ONE NEW POSITION – SENIOR INSTRUCTIONAL
ASSISTANT – SIGN LANGUAGE

ACTION ITEM

We have received a request from Heather Princiotta, Program Administrator, to establish a new position with duties corresponding to the current classification of Senior Instructional Assistant - Sign Language. This new position is being created for classroom support on the campus of DHH Program/Gauldin Elementary School.

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 Senior Instructional Assistant - Sign Language assigned to the DHH Program/Gauldin Elementary School, 32.5 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$4,790.00 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 the Senior Instructional Assistant - Sign Language assigned to DHH Program/Gauldin Elementary School, 32.5 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$4,790.00 per month) on the Salary Schedule effective November 13, 2025.

DOWNEY UNIFIED SCHOOL DISTRICT

Office of Classified Human Resources / Personnel Commission

MEMORANDUM

DATE: November 19, 2025

TO: Personnel Commission

FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: SALARY REALIGNMENT – BUS DRIVER

ACTION ITEM

A recent comparability and pay study was conducted to review the compensation of the Bus Driver classification. The study determined that the position is underpaid by approximately 40% compared to the median of comparable organizations.

Adjusting the Bus Driver salary schedule will bring compensation more in line with the market standards, assisting the District with recruitment and retention efforts for this critical classification.

The District and the California School Employee Association (CSEA) Chapter 476 have signed a Memorandum of Understanding (MOU) to implement the salary realignment. The Board of Education approved the revised salary schedule and MOU on October 14, 2025.

Class Title	Current Hourly Rate	Proposed New Hourly Rate	New Range
Bus Driver	\$26.302	\$29.302	280

DIRECTOR'S RECOMMENDATION

RATIFY the salary realignment for Bus Driver to Range 280 (\$29.302 per hour), on the Classified Unit II Salary Schedule, effective July 1, 2025.