

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

AGENDA #10

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

4:00 p.m.
April 22, 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 March 18, 2026. 1 – 4
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 Accounting Assistant list established March 5, 2026. 5
2. **RATIFY** certification of Access Control Technician list established March 10, 2026. 6
3. **RATIFY** certification of Campus Security Assistant list established March 17, 2026. 7
4. **RATIFY** certification of Administrative Secretary - Confidential list established March 18, 2026. 8
5. **RATIFY** certification of Food Service Assistant I list established March 20, 2026. 9
6. **RATIFY** certification of Early Learning Instructor list established March 24, 2026 10

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** certification of Bus Driver list established March 25, 2026. 11
- 8. **RATIFY** certification of Senior Personnel Technician list established April 13, 2026 12
- III. OLD BUSINESS
- 1. **DECLARE** a public hearing on 2026-2027 proposed Personnel Commission Budget. 13-16
 - a) Open the hearing
 - b) Close the hearing
- 2. **ADOPT** 2026-2027 Personnel Commission Budget
- IV. NEW BUSINESS
- V. NEXT REGULAR MEETING

May 20, 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

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

March 18, 2026

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, March 18, 2026, at 4:00 p.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#198
PLEDGE OF
ALLEGIANCE

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

#199
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine

Absent: Angie Rademaker

#200
MINUTES OF SPECIAL
MEETING APPROVED

A motion was made by Mr. Kennedy and seconded by Ms. Lumsdaine and the motion carried unanimously, to approve the minutes of the Regular Meeting with the recommended amendments of February 25, 2026.

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

#201
CORRESPONDENCE
RECEIVED

None

#202
ORAL
COMMUNICATIONS

Mr. Kennedy shared that he recently visited Downey High School, where he attended the assembly for incoming 8th graders and found it enjoyable to watch.

He also participated in the TLC 5K, describing it as a wonderful event that brings the community together.

In addition, he attended the Board of Education meeting, where he particularly enjoyed the presentation by the environmental science class from Downey High School. He also acknowledged the recognition of the Downey High cheerleaders for winning the State Championship for the second consecutive year. He commented on the cell phone presentation by Dr. Rani Bertch and noted his understanding that the same policy

remains in place. He concluded by sharing that he appreciated the financial presentation by Dr. McEntire.

Lastly, Mr. Kennedy attended the Downey High School showcase, where he was impressed by the variety of CTE courses offered and spent much of his time in the engineering building. He also attended the GOOD luncheon and enjoyed the experience.

He further shared that he visited Garcia Elementary, where he had the opportunity to see ongoing construction, classrooms, and new furniture.

Ms. Lumsdaine shared that she was invited to visit Unsworth, where she enjoyed a comprehensive tour with Principal Naval. She noted the strong sense of spirit on campus and highlighted the great work taking place throughout the school.

She also attended the TLC 5K Walk, where she helped sponsor several walkers, and described the atmosphere as impressive.

Additionally, she attended the GOOD luncheon and remarked on how inspiring it is to see what can be accomplished as a community. She was especially pleased to see strong representation from the District.

Ms. Lumsdaine also attended the School Board meeting, where she enjoyed the presentation from the Environmental Science class and reflected on the valuable life skills students gain through such experiences. She appreciated seeing Mr. Houts' pride in the Downey High cheer team. She found the discussion on cell phone use to be thoughtful and meaningful, and noted that it was encouraging to see challenging topics addressed in an open and collegial manner. She shared that this continues to inspire her in her role as a commissioner.

Ms. Lumsdaine also acknowledged the attendance of Dr. Roger Brossmer, Superintendent; Dr. Alyda Mir, Deputy Superintendent; Dr. Robert McEntire, Associate Superintendent of Business Services; Dr. Darryl Browning, Director, Innovative Education Programs; Chris Nezzar; Chief Technology Information Officer; Michael Martinez, Senior Director, Financial Services; Louis Smith, Payroll Supervisor; John Shook, Director, MOT; Hismelda Macias, President CSEA Unit I; Marisol Alarid; 1st Vice President CSEA Unit I; Morgen Hoel, Chief Public Relations Officer, Unit II; thanking them all for their attendance.

Ms. Lopez shared that the CSPCA conference was a valuable experience for all who attended. The team represented the District well.

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

#203
PUBLIC HEARD

None

#204
 CONSENT AGENDA

A motion was made by Mr. Kennedy and seconded by Ms. Lumsdaine, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action item (205-208).

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

#205
 RATIFY CERTIFICATION OF SIA-BEHAVIOR ELIGIBILITY LIST

RATIFY certification of Senior Instructional Assistant – Behavior list established January 30, 2026.

#206
 RATIFY CERTIFICATION OF I.A. - NURSING ELGIBILITY LIST

RATIFY certification of Instructional Assistant – Nursing list established March 5, 2026.

#207
 RATIFY CLASSIFICATION OF E.C.A. POSITION

RATIFY the classification of one (1) Elementary Campus Assistant position established by the Board of Education, assigned to Old River Elementary School, effective March 11, 2026.

#208
 RATIFY CLASSIFICATION OF FINANCIAL AID POSITION

RATIFY the classification of one (1) Financial Aid position established by the Board of Education, assigned to Downey Adult School, effective March 11, 2026.

#209
 OLD BUSINESS

None

#210
 NEW BUSINESS

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

#211
 APPROVE THE CHANGES TO THE PLANT GROUNDS ASST. CLASS DESCRIPTION

A motion was made by Mr. Kennedy and seconded by Ms. Lumsdaine and the motion carried unanimously, to **APPROVE** the changes to the class description of Plant Grounds Assistant, effective March 11, 2026.

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

#212
 APPROVE THE CHANGES TO THE PHYSICAL THERAPIST CLASS DESCRIPTION

A motion was made by Mr. Kennedy and seconded by Ms. Lumsdaine and the motion carried unanimously, to **APPROVE** the changes to the class description of Physical Therapist, effective March 11, 2026.

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

#213
APPROVE THE CHANGES
TO THE FOOD SERVICE
SUPERVISOR I CLASS
DESCRIPTION

A motion was made by Mr. Kennedy and seconded by Ms. Lumsdaine and the motion carried unanimously, to **APPROVE** the changes to the class description of Food Service Supervisor I, effective March 11, 2026.

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

#214
REVIEW PROPOSED 2026-
2027 PERSONNEL
COMMISSION BUDGET

Ms. Lopez reviewed the proposed 2026-2027 Personnel Commission Budget noting necessary changes. The proposed 2026-2027 Personnel Commission Budget will be an item on the April 22, 2026, agenda for public hearing and adoption.

#215
NEXT REGULAR
MEETING

April 22, 2026, at 4:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 11627 Brookshire Ave., Downey, CA 90241.

#216
CLOSED SESSION

The Personnel Commission retired to closed session at 4:26 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#217
OPEN SESSION

The Personnel Commission returned to open session at 4:46 p.m. There being no reportable actions taken during closed session.

#218
ADJOURNMENT

The Regular meeting of the Personnel Commission was declared adjourned at 4:46 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 April 22, 2026

Eligibility List Established on March 5, 2026

SENIOR ACCOUNTING ASSISTANT	OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 03/05/2026 – 03/04/2027	
Recruitment Process	
Applications Received and Screened:	115
Passed App. Screen & Invited to Written Exam:	75
Took Written Exam:	52
Passed Written Exam & Invited to QAI:	38
Passed QAI & Put on Eligibility List	23
Number of Eligible Candidates per Rank	
Rank 1:	4
Rank 2:	3
Rank 3:	9
Rank 4:	4
Rank 5:	3

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 22, 2026

Eligibility List Established on March 10, 2026

ACCESS CONTROL TECHNICIAN		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 03/10/2026-03/09/2027		
Recruitment Process		
Applications Received and Screened:		31
Passed Application Screening & Proceeded to Evaluation of Training and Experience:		8
Invited to Written Exam:		8
Took Written Exam:		6
Passed Written & Invited to QAI & Performance:		6
Took QAI & Performance:		6
Passed QAI & Performance & Put on Eligibility List		3
Number of Eligible Candidates per Rank		
	Rank 1:	2
	Rank 2:	1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 22, 2026

Eligibility List Established on March 17, 2026

CAMPUS SECURITY ASSISTANT	OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 03/17/2026 – 03/16/2027	
Recruitment Process	
Applications Received and Screened:	94
Passed App. Screen & Invited to Written Exam:	12
Took Written Exam:	11
Passed Written Exam & Invited to QAI:	10
Passed QAI & Put on Eligibility List	8
Number of Eligible Candidates per Rank	
Rank 1:	3
Rank 2:	1
Rank 3:	4

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 22, 2026

Eligibility List Established on March 18, 2026

ADMINISTRATIVE SECRETARY - CONFIDENTIAL	OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 03/18/2026 – 03/17/2027	
Recruitment Process	
Applications Received and Screened:	513
Passed Application & Competitive Screening Proceeded to Evaluation of Training and Experience:	68
Invited to Written Exam & Performance:	68
Took Written Exam & Performance:	39
Passed Written & Passed Performance & Invited to QAI:	12
Took QAI	11
Passed QAI & Put on Eligibility List	11
Number of Eligible Candidates per Rank	
Rank 1:	5
Rank 2:	1
Rank 3:	4
Rank 4:	1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 22, 2026

Eligibility List Established on March 20, 2026

FOOD SERVICE ASSISTANT I	OPEN/CONTINUOUS RECRUITMENT
Date Range of Eligibility List: 3/20/2026 – 09/19/2026	
Recruitment Process	
Applications Received and Screened:	60
Passed App. Screen & Invited to Written Exam:	26
Took Written Exam:	11
Passed Written Exam & Invited to QAI:	11
Passed QAI & Put on Eligibility List	9
Number of Eligible Candidates per Rank	
Rank 1:	7
Rank 2:	2

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 22, 2026

Eligibility List Established on March 24, 2026

EARLY LEARNING INSTRUCTOR

**OPEN/PROMO
RECRUITMENT**

Date Range of Eligibility List: 03/24/2026 – 03/23/2027

Recruitment Process

Applications Received and Screened:	86
Passed App. Screen & Invited to Written Exam:	20
Took Written Exam:	14
Passed Written Exam & Invited to QAI:	14
Passed QAI & Put on Eligibility List	13
Number of Eligible Candidates per Rank	
Rank 1:	2
Rank 2:	3
Rank 3:	6
Rank 4:	2

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 22, 2026

Eligibility List Established on March 25, 2026

BUS DRIVER	OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 03/25/2026 – 03/24/2027	
Recruitment Process	
Applications Received and Screened:	13
Passed Application Screening & invited to QAI:	7
Took QAI:	3
Passed QAI & Put on Eligibility List	3
Number of Eligible Candidates per Rank	
Rank 1:	1
Rank 2:	2
Rank 3:	

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 22, 2026

Eligibility List Established on April 13, 2026

SENIOR PERSONNEL TECHNICIAN

**OPEN/PROMO
RECRUITMENT**

Date Range of Eligibility List: 04/13/2026 – 04/12/2027

Recruitment Process

Applications Received and Screened:	67
Passed App. Screen & Invited to Written Exam:	26
Took Written Exam:	20
Passed Written Exam & Invited to QAI:	19
Passed QAI & Put on Eligibility List	19
Number of Eligible Candidates per Rank	
Rank 1:	2
Rank 2:	5
Rank 3:	7
Rank 4:	5

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

DATE: April 22, 2026
TO: Personnel Commission
FROM: Ceylida Lopez, Director, Classified Human Resources
SUBJECT: SECOND REVIEW 2026-2027 PERSONNEL COMMISSION BUDGET

INFORMATION ITEM

The proposed Personnel Commission Budget for 2026-2027 was presented at the March 18, 2026, Personnel Commission Meeting.

The proposed budget is anticipated to meet the district's demands. The Personnel Commission staff will continue to be conservative in our spending habits, limiting expenditures to those necessary to fulfill the role of the Classified Human Resources Department and Personnel Commission Office.

DIRECTOR'S RECOMMENDATION

Approve the 2026-2027 Personnel Commission budget, effective July 1, 2026.

Downey Unified School District
Personnel Commission / Office of Classified Personnel Services

Personnel Commission Budget

History of the P.C. Budget

<i>Year</i>	<i>Preliminary Review</i>	<i>Public Hearing</i>	<i>Adoption</i>	<i>Specific Comments</i>
2001	March	April	May	Zero increase
2002	March	April	May	Zero increase
2003	April	May	June	10% reduction in operation expenses incl. Reduction of mileage for Director – a reduction of \$3,011
2004	March	April	May	Loss of one Sr. Personnel Asst. position; reduction of \$54,501
2005	April	May	June	Zero increase
2006	March	April	May	Zero increase
2007	April	May	Sept.	Zero increase
2008	Feb.	March	April	\$2,278 increase due to change in insurance enrollment
2009	March	April	May	Reduction of \$6,857
2010	March	April	May	\$8,285 increase due to change in insurance enrollment and change in Unemployment Insurance and PERS costs.
2011	April	May	June	\$72 decrease due to changes in staff and increases in insurance enrollment, unemployment insurance, medical examinations / drug screening, and mandated fingerprinting.
2012	April	May	May	Proposed \$895 increase due to correction of staff salary levels and increases in employee medical benefits while adjusting for costs to fingerprinting and medical examinations.
2013	April	May	May	Proposed \$2,100 increase due to increases in employee medical benefits and increases to the Employee Recognition Program.
2014	April	May	May	Proposed \$59,723 increase due to negotiated salary increases; increased medical benefit contributions; and an increase in the Workers Compensation Rate.
2015	April	May	May	Proposed \$50,907 increase due to negotiated salary increases;

				increased medical benefit contributions; increases in the number of employee fingerprinting and medical examination rates; and an increase in the PERS rate.
2016	April	May	May	Proposed \$4,015 increase due to an 8% anticipated increase in the employee benefits and negotiated salary increases. The budget increase would have been more but there were 3 new hires this year that are lower on the salary schedule than their predecessors.
2017	April	May	May	Proposed \$6,016 increase due to negotiated salary increase, step advancements, increased employer contribution to CalPERS.
2018	April	May	May	Proposed \$31,827 increase due to staff step advancements and increased employer contribution to CalPERS
2019	April	May	May	Proposed \$31,564 increase due to CalPERS increases and projected health insurance (with new hires with families)
2020	April	May	May	Proposed increase \$26,133 due to salary & associated benefits
2021	April	May	May	Reflects increase of \$2,756 due to anticipated salary & benefits and actual costs
2022	April	May	May	Increase \$31,109 due to salary and associated benefits. Other items have remained status quo for several years.
2023	April	May	May	Proposed increase \$102,082 due to upgraded positions, negotiated salary increases & associated benefits, and increased costs of doing business.
2024	April	May	May	Proposed increase of \$43,286 due to operating cost and other cost associated with employee benefits and salaries.
2025	March	April	April	Proposed increase of \$129,411 due to added position and restructure of positions & associated benefits and increase cost of operations.
2026	March	April	April	<i>\$99,814 decrease due to changes in staff from 25-26. Realignment of positions that are unfilled.</i>

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

2026-2027 Budget - Submitted for Public Hearing and Adoption April 2026

Acct No.	Description	2026-27 (Proposed)	2025-26	2024-25	Variance
2000 Classified Salaries					
2301	Personnel Commission	2,400	2,400	2,400	0
2303	*Personnel Director	209,712	195,763	187,448	13,949
	*Assistant Director, Classified Human Resources	148,406	126,132	-	22,274
	* Supervising Personnel Analyst	-	129,288	129,888	0
2404	Staff:				
	* Personnel Technician	66,206	61,776	-	4,430
	* Sr. Personnel Technician (2.7)	191,763	185,952	188,771	5,811
	* Personnel Assistant	-	-	0	0
	* Sr. Secretary	-	-	89,940	0
	Substitute and Special Assignments	4,500	4,500	4,500	0
3000 Employee Benefits					
3212	* Retirement – PERS	164,898	201,013	167,619	-36,115
3312	* OASDI	38,429	43,878	37,383	-5,449
3332	* Medicare	8,988	10,262	8,743	-1,274
3342	* APPLE Plan for Subs	-	90	113	0
3412	Health Insurance	156,547	150,431	167,072	6,116
3512	* Unemployment Insurance	308	356	301	-48
3612	* Worker’s Compensation Insurance	9,870	11,395	9,647	-1,525
4000 Books, Supplies & Other Equipment					
4310	Supplies, Equipment (under \$500) & Printing	8,600	8,600	8,600	0
	Employee Recognition Program	25,547	10,000	10,000	0
4400	Equipment - non-capitalized (\$500-\$4999)	3,900	3,900	3,900	0
5000 Contracted Services					
5215	Mileage	1500	1,500	1,500	0
5216	Mileage / Raters	200	200	200	0
5250	Travel/Conference	6,847	5,000	5,000	1,847
	Staff Development-Pers. Comm. Employees	1,500	1,500	1,500	0
5310	Memberships	6,290	6,290	6,290	0
5612	Service Agreements	2,400	2,400	2,400	0
5630	Repairs, Equipment	1,000	1,000	1,000	0
5715	Duplication Costs – Communications Center	500	500	500	0
5804	Consultants	6,000	6,000	6,000	0
5815	Software Support and Upgrade	29,000	25,000	25,000	4,000
5830	Personnel Advertising	1,000	1,000	1,000	0
5860	Fingerprinting	25,000	25,000	25,000	0
5861	Medical Examinations	20,000	20,000	20,000	0
5862	TB Screening	1,000	1,000	1,000	0
5890	Professional Assistance	2,000	2,000	2,000	0
	District Inservice Education – Prof. Growth	1,500	1,500	1,500	0
	Training and Development	2,000	2,000	2,000	0
5891	Panel / Rater Expenditures	2,500	2,500	2,500	0
	TOTAL:	1,150,311	1,250,125	1,120,715	-99,814

*NOTE: Due to possible future cost of living changes, salary and health and welfare costs are indefinite.