

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

MINUTES

Regular Meeting

March 21, 2012

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, March 21, 2012 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#195
PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States was led by Steve Sampley.

#196
ROLL

Those members of the Personnel Commission present were John Kennedy, Dianne Lumsdaine, and Steve Sampley.

#197
MINUTES APPROVED
REGULAR MEETING

A motion was made by Mr. Kennedy, seconded by Mr. Sampley, and the motion carried unanimously, to approve the minutes of the Regular Meeting of February 15, 2012.

#198
CORRESPONDENCE
RECEIVED

No correspondence was received.

#199
ORAL COMMUNICATIONS

Mr. Sampley requested that the Personnel Commission meeting be closed in memory of William Rollins, Jr., husband of former employee, Ruth Rollins.

The Commissioners expressed their wishes to all for a safe and happy Spring break.

Mr. Sampley announced he is going to be the grandfather of a grandson due in May. Congratulations were expressed by all.

Mrs. Lumsdaine welcomed Kenneth Kato, Director, Classified Human Resources; Roger Brossmer, Senior Director, Certificated Personnel; Buck Weinfurter, Director, Maintenance, Operations, and Transportation; James Tallo, Operations Supervisor; and all others present.

Mrs. Lumsdaine stated she had a short meeting with Wendy L. Doty, Ed.D., Superintendent, and discussed items of general interest with nothing specific to report.

Mrs. Lumsdaine requested to change the meeting from April 18th to the April 25th due to family matters.

Mr. Kato thanked Susan Phillips, Personnel Analyst, for filling in as Acting Director, Classified Human Resources, in his recent absence.

He also reported Instructional Assistant layoffs are continuing. Three more positions will appear on the April Board Agenda which will result in layoffs at the end of the school year. Hopefully this will be the end of the layoffs for Instructional Assistants.

The Classified Human Resources staff, with Kathy Cooper at the lead, is working on Reasonable Assurance letters to be given to employees working less than 12 months and all substitutes. The letter gives the employee or substitute reasonable assurance of returning to their position in September so they do not have to apply for unemployment. These letters have typically been given out

generically to employees in their May paychecks. Due to an increase in claims, recent judicial decisions received, and the necessary burden of proof, we are changing our method of disbursement. Samples of draft letters to be distributed were provided to the Commission.

Mrs. Lumsdaine asked if the letters have been reviewed by legal counsel. Mr. Kato advised that the District is receiving its direction from the Los Angeles County Office of Education and their third party administrator, TALX, who handles these accounts for the County. He also confirmed that District administration and union leadership are supportive.

Mr. Kato mentioned a concern with the Personnel Commission's proposed calendar meeting dates in the upcoming school year. Specifically, July and August dates that fall before the Board meetings scheduled in those months. The Commissioners confirmed that the proposed dates of July 25th and August 22nd were acceptable dates to include in the Commission's proposed 2012-13 meeting calendar.

#200
PUBLIC HEARD

No one from the public asked to be heard.

#201
CONSENT AGENDA

A motion was made by Mr. Sampley, seconded by Mr. Kennedy, and the motion carried unanimously to approve the Consent Agenda, (shown below as Minute Action Items 202 - 211).

#202
RATIFY CERTIFICATION OF
SENIOR INSTRUCTIONAL
ASSISTANT-BEHAVIORALLY
CHALLENGED ELIGIBILITY LIST

RATIFY certification of Senior Instructional Assistant-Behaviorally Challenged eligibility list established March 1, 2012.

#203
RATIFY CERTIFICATION OF
INTERMEDIATE CLERICAL
ASSISTANT (BILINGUAL-
BILITERATE) ELIGIBILITY LIST

RATIFY certification of Intermediate Clerical Assistant (Bilingual-Biliterate) eligibility list established March 6, 2012.

#204
RATIFY CERTIFICATION OF
COMPUTER/NETWORK
SUPPORT TECHNICIAN
ELIGIBILITY LIST

RATIFY certification of Computer/Network Support Technician eligibility list established March 14, 2012.

#205
RATIFY ESTABLISHMENT OF
ONE NEW INTERMEDIATE
CLERICAL ASSISTANT
POSITION

RATIFY establishment of one new limited-term Senior Instructional Assistant-Behaviorally Challenged position to be established by the Board of Education, effective February 28, 2012 through June 30, 2012.

#206
RATIFY ESTABLISHMENT OF
ONE NEW LIMITED-TERM
SENIOR INSTRUCTIONAL
ASSISTANT POSITION

RATIFY establishment of one new limited-term Senior Instructional Assistant position to be established by the Board of Education, effective February 29, 2012 through June 30, 2012.

#207
RATIFY ESTABLISHMENT OF
ONE NEW CAMPUS SECURITY
ASSISTANT POSITION

RATIFY establishment of one new Campus Security Assistant position to be established by the Board of Education, effective March 5, 2012 through May 6, 2012.

#208
RATIFY ESTABLISHMENT OF
TWO NEW SENIOR
INSTRUCTIONAL ASSISTANT-
BEHAVIORIALLY CHALLENGED
POSITIONS

RATIFY establishment of two new Senior Instructional Assistant–Behaviorally Challenged positions to be established by the Board of Education, effective March 7, 2012.

#209
RATIFY ESTABLISHMENT OF
ONE NEW PAYROLL
TECHNICIAN POSITION

RATIFY establishment of one new Payroll Technician position to be established by the Board of Education, effective April 1, 2012.

#210
RATIFY ESTABLISHMENT OF
ONE NEW SENIOR
INSTRUCTIONAL ASSISTANT-
BEHAVIORIALLY CHALLENGED
POSITION

RATIFY establishment of one new Senior Instructional Assistant– Behaviorally Challenged position to be established by the Board of Education, effective April 3, 2012.

#211
APPROVE CONDUCT OF
CLASSIFICATION STUDY ON
ONE POSITION OF
PURCHASING ASSISTANT AND
ONE POSITION OF CLERICAL
ASSISTANT ASSIGNED TO THE
PURCHASING DEPARTMENT

APPROVE conduct of classification study on one position of Purchasing Assistant and one position of Clerical Assistant assigned to the Purchasing Department.

#212
OLD BUSINESS

None.

#213
NEW BUSINESS

None.

#214
NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be April 25, 2012 at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#215
CLOSED SESSION

The Personnel Commission retired into closed session at 4:12 p.m. to discuss the evaluation of the Director, Classified Human Resources.

#216
OPEN SESSION

The Personnel Commission returned to open session at 4:52 p.m. There were no reportable actions taken during closed session.

#217
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in honor and memory of William Rollins, Jr., husband of former employee, Ruth Rollins, at 4:53 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

Kenneth Kato, Director