

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

MINUTES

Regular Meeting

July 25, 2012

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, July 25, 2012 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#1
PLEDGE OF ALLEGIANCE

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

#2
ROLL

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

#3
MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mrs. Lumsdaine, and the motion carried unanimously, to approve the minutes of the Regular Meeting of June 20, 2012.

#4
CORRESPONDENCE
RECEIVED

Director Kato acknowledged a thank-you card from David Harris, Custodial Services Coordinator, and his family, for sympathy expressed from the Personnel Commission.

#5
ORAL COMMUNICATIONS

Commissioner Kennedy said, when driving by Downey High School, he noticed the extent of the construction. Mrs. Lumsdaine, who was also aware of the construction, noted that it was best completed during the summer when students are not present.

Mrs. Lumsdaine welcomed and acknowledged the presence of Roger Brossmer, Assistant Superintendent, Certificated Human Resources; Norma Garcia, Parliamentarian, CSEA Unit I; Kathy Cooper, Senior Secretary; and all others in attendance.

Mr. Kato reported on aspects of the continuance of the California School Personnel Commissioners Association (CSPCA) Conference planning.

Mr. Kato reported that there were no problems found with the Network Specialist exam following concerns raised by an exam candidate.

Mr. Kato reported on the reorganization of the Technology Department, reporting that Chris Nezzar was selected as the new Director, Technology & Information Systems.

Mr. Kato reviewed and answered questions regarding the July Recruitment Status Report, which reflected the higher number of recruitments in preparation of the new school year.

#6
PUBLIC HEARD

Kathy Cooper, Senior Secretary, who had transferred to the Senior Secretary position in the Technology department, expressed her appreciation for the Commissioners support and the opportunity to work with the Personnel Commission.

The Commissioners also expressed their gratitude to Ms. Cooper for attending the meeting and for the service she provided to the Personnel Commission.

- #7
CONSENT AGENDA
- A motion was made by Mr. Kennedy, seconded by Mr. Sampley, and the motion carried unanimously to approve the consent agenda, (shown below as Minute Action Items 8-18).
- #8
RATIFY CERTIFICATION OF TECHNOLOGY AND INFORMATION SYSTEMS ELIGIBILITY LIST
- RATIFY certification of Director, Technology and Information Systems eligibility list, established July 16, 2012.
- #9
RATIFY CLASSIFICATION OF ONE NEW SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED POSITION
- RATIFY classification of one new Senior Instructional Assistant-Behaviorally Challenged position, established by the Board of Education, effective June 5, 2012.
- #10
RATIFY CLASSIFICATION OF ONE NEW LIMITED-TERM SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED POSITION
- RATIFY classification of one new limited-term position of Senior Instructional Assistant-Behaviorally Challenged, established by the Board of Education effective May 25, 2012 through June 21, 2012.
- #11
RATIFY CLASSIFICATION OF FOUR NEW LIMITED-TERM FLOOR MAINTENANCE WORKER POSITIONS
- RATIFY classification of four new limited-term positions of Floor Maintenance Worker, established by the Board of Education, effective June 25, 2012 through August 24, 2012.
- #12
RATIFY CLASSIFICATION OF ONE NEW POSITION OF DIRECTOR, TECHNOLOGY AND INFORMATION SYSTEM
- RATIFY classification of one new position of Director, Technology and Information Systems, established by the Board of Education, effective July 17, 2012.
- #13
APPROVE CLASSIFICATION OF ONE NEW SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED POSITION
- APPROVE classification of one new Senior Instructional Assistant-Behaviorally Challenged position, established by the Board of Education, effective September 5, 2012.
- #14
APPROVE CLASSIFICATION OF ONE NEW SENIOR INSTRUCTIONAL ASSISTANT-SEVERELY/MULTIPLY HANDICAPPED POSITION
- APPROVE classification of one new Senior Instructional Assistant-Severely/Multiply Handicapped position, established by the Board of Education, effective September 4, 2012.
- #15
APPROVE CLASSIFICATION OF ONE NEW INTERMEDIATE CLERICAL ASSISTANT-BILINGUAL POSITION
- APPROVE classification of one new Intermediate Clerical Assistant-Bilingual position, established by the Board of Education, effective August 17, 2012,
- #16
APPROVE CLASSIFICATION OF ONE NEW SENIOR INSTRUCTIONAL ASSISTANT-SEVERELY/MULTIPLY HANDICAPPED POSITION
- APPROVE classification of one new Senior Instructional Assistant-Severely/Multiply Handicapped position, established by the Board of Education, effective September 4, 2012.

- #17
APPROVE CLASSIFICATION OF ONE NEW LIMITED-TERM INTERMEDIATE CLERICAL ASSISTANT-BILINGUAL POSITION
- APPROVE classification of one new limited-term Intermediate Clerical Assistant-Bilingual position, established by the Board of Education, effective August 20, 2012 through September 30, 2012.
- #18
APPROVE CHANGES TO CLASS DESCRIPTION FOR SENIOR DIRECTOR BUDGET AND FINANCE
- APPROVE changes to class description for the classification of Senior Director, Budget and Finance as submitted, effective July 26, 2012.
- #19
OLD BUSINESS
- Each of the following recommendations for reclassifications was reviewed by Director Kato prior to approval:
- #20
APPROVE RECLASSIFICATION OF ONE INSTRUCTIONAL ASSISTANT AND INCUMBENT TO CLASSIFICATION OF INTERMEDIATE CLERICAL ASSISTANT (BIL/LIT)
- A motion was made by Mr. Kennedy, seconded by Mr. Sampley, and the motion carried unanimously to APPROVE recommendation for reclassification of one (1) position of Instructional Assistant (Bilingual/Bi-literate) reclassifying the incumbent, Sylvia Villegas, with the position, to the classification of Intermediate Clerical Assistant (Bilingual/Bi-literate) at range 115, \$2,709-\$3,297 per month, effective July 26, 2012.
- #21
APPROVE RECLASSIFICATION OF ONE SENIOR SECRETARY (CONFIDENTIAL) AND PROVISIONAL APPOINTMENT OF INCUMBENT TO CLASSIFICATION OF ADMINISTRATIVE SECRETARY
- A motion was made by Mr. Kennedy, seconded by Mr. Sampley, and the motion carried unanimously to APPROVE recommendation for reclassification of one (1) position of Senior Secretary (Confidential) to the classification of Administrative Secretary at range 195, \$4,173-\$5,064 per month; and approve the provisional appointment of Ana Thorne to the classification of Administrative Secretary, effective July 26, 2012.
- #22
APPROVE RECLASSIFICATION OF ONE INSTRUCTIONAL ASSISTANT AND INCUMBENT TO CLASSIFICATION OF SENIOR INSTRUCTIONAL ASSISTANT
- A motion was made by Mr. Sampley, seconded by Mr. Kennedy, and the motion carried unanimously to APPROVE recommendation for reclassification on one (1) position of Instructional Assistant reclassifying the incumbent, Kelly Neist, with the position, to the classification of Senior Instructional Assistant at range 105, \$2,582-\$3,137 per month, effective July 26, 2012.
- #23
APPROVE RECLASSIFICATION OF ONE CLERICAL ASSISTANT AND INCUMBENT TO CLASSIFICATION OF INTERMEDIATE CLERICAL ASSISTANT
- A motion was made by Mr. Kennedy seconded by Mr. Sampley, and the motion carried unanimously to APPROVE recommendation for reclassification of one (1) position of Clerical Assistant reclassifying the incumbent, Katrina Juarez-Lorenzetti, with the position to the classification of Intermediate Clerical Assistant at range 115, \$2,709-\$3,297 per month, effective July 26, 2012.
- #24
APPROVE RECLASSIFICATION OF ONE INTERMEDIATE CLERICAL ASSISTANT (BIL/LIT) AND INCUMBENT TO CLASSIFICATION OF INTERPRETER ASSISTANT
- A motion was made by Mr. Kennedy seconded by Mr. Sampley, and the motion carried unanimously to APPROVE recommendation for reclassification of one (1) position of Intermediate Clerical Assistant (Bilingual/Bi-literate) reclassifying the incumbent, Luz Rivaldo, with the position, to the classification of Interpreter Assistant at range 150, \$3,216-\$3,912 per month, effective July 26, 2012.

- #25
APPROVE RECLASSIFICATION
OF ONE INSTRUCTIONAL
ASSISTANT (BIL/LIT) AND
INCUMBENT TO
CLASSIFICATION OF
INSTRUCTIONAL ASSISTANT-
ADULT SCHOOL (BIL/LIT)
- A motion was made by Mr. Sampley seconded by Mr. Kennedy, and the motion carried unanimously to APPROVE recommendation for reclassification of one (1) position of Instructional Assistant (Bilingual/Bi-literate) reclassifying the incumbent, Suzanne Trujillo, with the position to the classification of Instructional Assistant-Adult School (Bilingual Bi-literate) effective July 26, 2012.
- #26
NEW BUSINESS
- No New Business
- #27
NEXT REGUALR
MEETING CANCELLED
- A motion was made by Mr. Sampley, seconded by Mr. Kennedy, and the motion carried unanimously to APPROVE the amendment of the July 25, 2012 agenda cancelling the Personnel Commission Meeting of August 22, 2012.
- #28
NEXT REGULAR MEETING
- The next Regular Meeting of the Personnel Commission will be September 19, 2012 at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #29
CLOSED SESSION
- The Personnel Commission retired into closed session at 4:20 p.m., to discuss the evaluation of the Director, Classified Human Resources.
- #30
OPEN SESSION
- The Personnel Commission returned to open session at 5:03 p.m. There were no reportable actions taken during closed session.
- #31
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned at 5:04 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

Kenneth Kato, Director