

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

MINUTES
Regular Meeting

September 19, 2012

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, 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.

#32
PLEDGE OF ALLEGIANCE

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

#33
ROLL

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

#34
MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mr. Sampley, seconded by Mr. Kennedy, and the motion carried unanimously, to approve the minutes of the Regular Meeting of July 25, 2012.

#35
CORRESPONDENCE
RECEIVED

No correspondence was received.

#36
ORAL COMMUNICATIONS

Mr. Kennedy said that he hoped everyone had a nice summer, noting that he had heard the District enrollment increased, which was confirmed by Roger Brossmer, Assistant Superintendent, Certificated Human Resources.

Mr. Sampley expressed that he was happy to be back.

Mrs. Lumsdaine reported that the District received word Superintendent Wendy Doty has decided to retire in March 2013. Mrs. Lumsdaine requested to place the roll of the Personnel Commission, in regard to their involvement in the search for a new Superintendent, on the October Agenda.

Mrs. Lumsdaine welcomed Todd Corrin, Board Member; Roger Brossmer, Assistant Superintendent, Certificated Human Resources; Pam Martinez, President, CSEA Unit I; Buck Weinfurter, Director, Maintenance, Operations and Transportation; and all others present.

Mr. Kato shared information that the Board of Education selected the agency, Hazard, Young, Attea & Associates, to assist in the recruitment of candidates for the new Superintendent. The Board was interested in receiving input from the Personnel Commission.

Mrs. Lumsdaine reported that the Commissioners also received the information regarding the search for a new Superintendent.

Mr. Kato reported, as Mr. Brossmer confirmed, that the District's enrollment is higher than expected, adding that it may be helpful for future stability and budgetary concerns. Mr. Kato also shared very positive information from a Los Angeles County school district survey Mr. Brossmer researched, finding that the District ranked sixth in employee benefits. He also reported on the success of the Technology Department's reorganizational progress and that most improvements should be completed by the end of the school year.

Mr. Kato reviewed and answered questions regarding the September 2012 Recruitment Status Report.

#37
PUBLIC HEARD

Pam Martinez said she had concerns regarding the administration of the exam for Administrative Secretary being limited to bilingual/bi-literate; therefore, she was happy to see the recruitment for the position had been opened to monolingual as well as bilingual/bi-literate.

Mr. Sampley said he is also happy about the outcome, noting that it opens pathways for all employees.

Norma Garcia, Parliamentarian, CSEA Unit I, asked about the Special Administration recruitment method for the Intermediate Clerical Assistant-Bilingual/Bi-Literate.

Mr. Kato responded that it was decided to have a Special Administration recruitment to allow the Instructional Assistants, who were involved in the layoff, an opportunity to apply for the position.

Ms. Garcia inquired about dual certification recruitments.

Mr. Kato mentioned that there are no dual certification recruitments in progress at this time.

#38
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 39-54.)

#39
RATIFY CERTIFICATION
OF INTERMEDIATE
CLERICAL ASSISTANT-
BILINGUAL/BI-LITERATE
ELIGIBILITY LIST

RATIFY certification of Intermediate Clerical Assistant-Bilingual/Bi-Literate eligibility list established August 2, 2012.

#40
RATIFY CERTIFICATION
OF PAYROLL TECHNICIAN
ELIGIBILITY LIST

RATIFY certification of Payroll Technician eligibility list established August 14, 2012.

#41
RATIFY CLASSIFICATION
OF ONE NEW LIMITED-
TERM POSITION OF
ATTENDANCE/RECORDS
CLERK

RATIFY classification of one new limited-term position of Attendance/Records Clerk established by the Board of Education, effective August 20, 2012 through August 29, 2012.

#42
RATIFY CLASSIFICATION
OF SEVEN NEW LIMITED-
TERM POSITIONS OF BUS
DRIVER

RATIFY classification of seven new limited-term positions of Bus Driver established by the Board of Education, effective July 1, 2012 through September 3, 2012.

#43
RATIFY CLASSIFICATION
OF ONE NEW POSITION OF
COMPUTER/ NETWORK
SUPPORT TECHNICIAN

RATIFY classification of one new position of Computer/Network Support Technician established by the Board of Education, effective October 12, 2012.

#44
RATIFY CLASSIFICATION
OF ONE NEW POSITION
OF FOOD SERVICE
ASSISTANT

RATIFY classification of one new position of Food Service Assistant position established by the Board of Education, effective September 4, 2012.

#45
RATIFY CLASSIFICATION
OF TWO NEW POSITIONS
OF FOOD SERVICE
ASSISTANT

RATIFY classification of two new positions of Food Service Assistant established by the Board of Education, effective September 1, 2012.

#46
RATIFY CLASSIFICATION
OF TWO NEW POSITIONS
OF FOOD SERVICE
ASSISTANT II

RATIFY classification of two new positions of Food Service Assistant II established by the Board of Education, effective September 4, 2012.

#47
RATIFY CLASSIFICATION
OF FOUR NEW LIMITED-
TERM POSITIONS OF
INTERMEDIATE CLERICAL
ASSISTANT

RATIFY classification of four new limited-term positions of Intermediate Clerical Assistant established by the Board of Education, effective August 27, 2012 through August 31, 2012.

#48
RATIFY CLASSIFICATION
OF ONE NEW LIMITED-
TERM POSITION OF
INTERMEDIATE CLERICAL
ASSISTANT-BILINGUAL/
BI-LITERATE

RATIFY classification of one new limited-term position of Intermediate Clerical Assistant-Bilingual/Bi-Literate established by the Board of Education, effective September 4, 2012 through December 13, 2012.

#49
RATIFY CLASSIFICATION
OF ONE NEW POSITION
OF INTERMEDIATE
CLERICAL ASSISTANT
BILINGUAL/BI-LITERATE

RATIFY classification of one new position of Intermediate Clerical Assistant-Bilingual/Bi-Literate established by the Board of Education, effective September 4, 2012.

#50
RATIFY CLASSIFICATION
OF ONE NEW LIMITED-
TERM POSITION OF
SENIOR INSTRUCTIONAL
ASSISTANT-
BEHAVIORALLY
CHALLENGED

RATIFY classification of one new limited-term position of Senior Instructional Assistant-Behaviorally Challenged established by the Board of Education, effective September 5, 2012 through March 5, 2013.

#51
RATIFY CLASSIFICATION
OF ONE NEW POSITION
OF SENIOR
INSTRUCTIONAL
ASSISTANT-
SEVERELY/MULTIPLY
HANDICAPPED

RATIFY classification of one new position of Senior Instructional Assistant-Severely/Multiply Handicapped established by the Board of Education, effective September 4, 2012.

#52
RATIFY CLASSIFICATION
OF ONE NEW LIMITED-
TERM POSITION OF
SENIOR INSTRUCTIONAL
ASSISTANT-
SEVERELY/MULTIPLY
HANDICAPPED

RATIFY classification of one new limited-term position of Senior Instructional Assistant-Severely/Multiply Handicapped established by the Board of Education, effective September 4, 2012 through November 4, 2012.

- #53
RATIFY CLASSIFICATION OF ONE POSITION OF SENIOR SECRETARY
- RATIFY** classification of one new position of Senior Secretary established by the Board of Education, effective July 23, 2012.
- #54
APPROVE CHANGES TO CLASS DESCRIPTION FOR THE CLASSIFICATION OF HVAC AND REFRIGERATION MECHANIC
- APPROVE** changes to class description for the classification of HVAC and Refrigeration Mechanic as submitted, effective September 20, 2012.
- #55
OLD BUSINESS
- None
- #56
NEW BUSINESS
- The intention to appoint Dianne Lumsdaine for a three-year term beginning December 1, 2012 was announced. It will be brought back for public hearing and approval in October.
- #57
NEXT REGULAR MEETING
- The next Regular Meeting of the Personnel Commission will be October 24, 2012 at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #58
CLOSED SESSION
- The Personnel Commission retired into closed session at 4:18 p.m. to discuss the evaluation of the Director, Classified Human Resources.
- #59
OPEN SESSION
- The Personnel Commission returned to open session at 5:15 p.m. There were no reportable actions taken during closed session
- #60
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned at 5:16 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

Kenneth Kato, Director