

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

MINUTES
Regular Meeting

September 23, 2009

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, September 23, 2009 at 4:30 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#33
PLEDGE OF ALLEGIANCE

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

#34
ROLL

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

#35
MINUTES APPROVED
REGULAR MEETING

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 15, 2009.

#36
CORRESPONDENCE
RECEIVED

No correspondence was received.

#37
ORAL COMMUNICATIONS

Director Heineke informed the Commissioners of Rotary Pancake Breakfast tickets, which had been made available on behalf of Stan Hanstad, Assistant Superintendent.

Ms. Heineke distributed the 2008/2009 summary version of the Personnel Commission Annual Report, noting that the full length version will be included on a future agenda.

Ms. Heineke reminded the Commissioners of the Personnel Commission Association of Southern California (PCASC) Board and Dinner Meeting at the Rio Hondo Event Center, which she noted was later in the evening.

Ms. Heineke distributed the Supplemental Early Retirement Program (SERP) information. She explained that if approved by the Board, this new program will be offered to both classified and certificated employees.

Ms. Heineke thanked Pam Martinez, C.S.E.A. Chapter 248 President, for working to secure a PERS workshop for member and non-member employees of the District in the near future, noting the timeliness of the event.

Ms. Heineke distributed and reviewed a Senior Personnel Assistant Recruitment report prepared by Susan Phillips, Personnel Analyst, which gave an analysis of the three-day application submission process.

Ms. Heineke reported that the hearing scheduled for October 1st has been cancelled, due to difficulties the representative has had in contacting the appellant.

Ms. Heineke reported on the recent difficulty the Classified Personnel office has experienced securing raters from other districts. She noted that in the future raters may need to be secured from inside the District, which she said she

prefers not doing.

Norma Garcia, C.S.E.A. Chapter 248 Parliamentarian, said she was not able to process her application on-line when applying for the Senior Personnel Assistant position. In response, Ms. Heineke said the Personnel office would have made every accommodation possible if they had known and added that instructions to bypass the District's network will be added to the hiring brochure in the future.

Ms. Heineke distributed and reviewed the September Legislative Summary and also reviewed the September Recruitment Report.

Ms. Heineke reported that the Instructional Assistant recruitment resulted in a very large amount of qualified candidates and noted that the No Child Left Behind (NCLB) exams were currently being scheduled as part of the recruitment.

Norma Garcia questioned whether interested parties had to wait until they actually applied for the position to take the NCLB exam. Ms. Heineke advised that anyone interested in passing the NCLB exam can take the exam at the Downey Adult School, at their convenience during scheduled sessions, which is a much less stressful situation for the individual.

Mrs. Lumsdaine welcomed Tod Corrin, Board Member; Stan Hanstad, Assistant Superintendent; Mindy Markowitz, C.S.E.A. Labor Representative; and Leadership from Units I and II.

#38
PUBLIC HEARD

No one from the public asked to be heard.

#39
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 40-53.)

#40
RATIFY CERTIFICATION OF
COMPUTER/NETWORK
SUPPORT TECHNICIAN
ELIGIBILITY LIST

RATIFY certification of Computer/Network Support Technician eligibility list established August 19, 2009.

#41
APPROVE THREE-MONTH
EXTENSION OF THE
SECRETARY ELIGIBILITY LIST

APPROVE the three-month extension of the Secretary eligibility list.

#42
APPROVE SIX-MONTH
EXTENSION OF THE STUDENT
INFORMATION SYSTEMS
OPERATOR ELIGIBILITY LIST

APPROVE the six-month extension of the Student Information Systems Operator eligibility list.

#43
RATIFY CLASSIFICATION OF
ONE NEW LIMITED-TERM
INTERMEDIATE CLERICAL
ASSISANT POSITON-
CATEGORICAL PROGRAMS

RATIFY classification of one new limited-term Intermediate Clerical Assistant position established by the Board of Education, assigned to Categorical Programs, at range 115, \$15.63 per hour, effective July 13, 2009 through August 14, 2009.

- #44
RATIFY CLASSIFICATION OF ONE LIMITED-TERM INTERMEDIATE CLERICAL ASSISTANT POSITION-FOOD SERVICES
- RATIFY** classification of one new limited-term Intermediate Clerical Assistant position established by the Board of Education, assigned to Food Services, at range 115, \$15.63 per hour, effective August 24, 2009 through October 16, 2009.
- #45
RATIFY CLASSIFICATION OF ONE INSTRUCTIONAL ASSISTANT POSITION – LEWIS
- RATIFY** classification of one new Instructional Assistant position established by the Board of Education, assigned to Lewis Elementary School, three hours per day, ten months per year, at range 95, \$2,462 - \$2,990 per month, effective September 22, 2009.
- #46
RATIFY CLASSIFICATION OF ONE SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED POSITION - CARPENTER
- RATIFY** classification of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, to be assigned to Carpenter Elementary School, six hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective June 23, 2009.
- #47
RATIFY CLASSIFICATION OF ONE SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED POSITION – RIO SAN GABRIEL
- RATIFY** classification of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, to be assigned to Rio San Gabriel Elementary School, six hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective June 23, 2009.
- #48
RATIFY CLASSIFICATION OF ONE SENIOR INSTRUCTIONAL ASSISTANT POSITION – WEST
- RATIFY** classification of one new Senior Instructional Assistant position established by the Board of Education, assigned to West Middle School, six and one-half hours per day, ten months per year, at range 105, \$2,582 - \$3,137 per month, effective September 3, 2009.
- #49
RATIFY CLASSIFICATION OF ONE SENIOR INSTRUCTIONAL ASSISTANT-SEVERELY/MULTIPLY HANDICAPPED POSITION – DOWNEY HIGH SCHOOL
- RATIFY** classification of one new Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, to be assigned to Downey High School, six and one-half hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective September 2, 2009.
- #50
RATIFY CLASSIFICATION OF ONE LIMITED-TERM STUDENT INFORMATION SYSTEMS OPERATOR POSITION – SECONDARY EDUCATION
- RATIFY** classification of one new limited-term Student Information Systems Operator position established by the Board of Education, assigned to Secondary Education, at range 190, \$22.57 per hour, effective August 17, 2009 through February 16, 2010.
- #51
APPROVE CHANGES TO CLASS DESCRIPTION FOR THE CLASSIFICATION OF CAMPUS SECURITY ASSISTANT
- APPROVE** changes to class description for the classification of Campus Security Assistant as submitted, effective September 23, 2009.
- #52
APPROVE CHANGES TO CLASS DESCRIPTION FOR THE CLASSIFICATION OF SENIOR ACCOUNTING ASSISTANT
- APPROVE** changes to class description for the classification of Senior Accounting Assistant as submitted, effective September 23, 2009.

#53
APPROVE CHANGES TO
CLASS DESCRIPTION FOR THE
CLASSIFICATION OF SENIOR
SWITCHBOARD
OPERATOR/RECEPTIONIST

APPROVE changes to class description for the classification of Switchboard Operator/Receptionist as submitted, effective September 23, 2009.

#54
HEAR SECOND READING OF
RECOMMENDED CHANGE TO
RULES AND REGULATIONS
SECTION 40.100.7-VETERANS'
PREFERENCE

Director Heineke reported she has had no input regarding this change. The change clarifies that veteran's credit points are added in the case of only entry level examinations. This suggested rule change will be brought back for approval in October.

#55
ANNOUNCE INTENT TO
APPOINT DIANNE LUMSDAINE
TO THE PERSONNEL
COMMISSION

The intention to appoint Dianne Lumsdaine for a three-year term beginning December 1, 2009 was announced. It will be brought back for public hearing and approval in October.

#56
NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be October 28, 2009 in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#57
CLOSED SESSION

The Personnel Commission retired into closed at 4:56 p.m., returning to open session at 6:14 p.m.

#58
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in honor and memory of Diego A. Barron, stepson of Betty Lukas, Food Service Supervisor at Downey High School; Elrose LaPlante, mother of Donald LaPlante, Board Member; Richard Pridham, father of Jeannette Pridham, a Griffiths Middle School teacher; and Joshua Wright, son of Penny Wright, retired District Bus Driver, at 6:15 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

Patricia Heineke, Director

