

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

MINUTES
Regular Meeting

January 27, 2010

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, January 27, 2010 at 4:30 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#128
PLEDGE OF ALLEGIANCE

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

#129
ROLL

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

#130
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 December 16, 2009.

#131
CORRESPONDENCE
RECEIVED

No correspondence was received.

#132
ORAL COMMUNICATIONS

Mr. Kennedy thanked and expressed his regrets to Pam Martinez, President, CSEA Chapter 248, for his invitation to the installation of officers on Saturday, January 30, 2010. Mr. Sampley said due to a conflict he is not sure he will be able to attend.

Ms. Heineke gave an update on the SERP Retirement program, reporting that there were over 40 certificated employees and 34 classified employees taking advantage of the program. She said most of the classified employees have chosen to leave June 30th, which she noted will be a great advantage because many of them are school-based and will be needed until the end of the school year. Ms. Heineke said that recruitments to fill the positions will be limited due to some positions being on hold and eligibility lists already in place for other positions.

Ms. Heineke reported that unfortunately the District learned that last year's \$250 per student cut will be permanent rather than temporary, which amounts to \$5.5 million. She said the District is doing everything possible to reduce expenses, which is the reason they are evaluating and holding off filling vacant positions.

Ms. Heineke said there would be no legislative report this month, noting it will return next month or the month after, which will be in timing with the bill introduction deadline.

Ms. Heineke reviewed and answered questions regarding the January Recruitment Report.

#133
PUBLIC HEARD

No one from the public asked to be heard.

#134
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 135-144.)

#135
 RATIFY CERTIFICATION OF
 CAMPUS SECURITY
 ASSISTANT ELIGIBILITY LIST

RATIFY certification of Campus Security Assistant eligibility list established December 17, 2009.

#136
 RATIFY CERTIFICATION OF
 INSTRUCTIONAL ASSISTANT
 ELIGIBILITY LIST

RATIFY certification of Instructional Assistant eligibility list established December 7, 2009.

#137
 RATIFY CERTIFICATION OF
 INSTRUCTIONAL ASSISTANT
 (BILINGUAL) ELIGIBILITY LIST

RATIFY certification of Instructional Assistant (Bilingual) eligibility list established December 7, 2009.

#138
 RATIFY CERTIFICATION OF
 SENIOR ACCOUNTING
 ASSISTANT ELIGIBILITY LIST

RATIFY certification of Senior Accounting Assistant eligibility list established December 9, 2009.

#139
 RATIFY CERTIFICATION OF
 SPEECH-LANGUAGE
 PATHOLOGY ASSISTANT
 ELIGIBILITY LIST

RATIFY certification of Speech-Language Pathology Assistant eligibility list established December 15, 2009.

#140
 RATIFY CLASSIFICATION OF
 TWO SENIOR ACCOUNTING
 ASSISTANT POSITIONS –
 FINANCIAL SERVICES

RATIFY classification of two new Senior Accounting Assistant positions established by the Board of Education assigned to Financial Services, effective January 20, 2010.

#141
 RATIFY CLASSIFICATION OF
 LIMITED-TERM POSITIONS –
 SPECIAL EDUCATION

RATIFY classification of limited-term positions established by the Board of Education as follows:

Senior Instructional Assistant

1	Imperial	Effective: 10/14/09 – 04/01/10
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Senior Instructional Assistant – Behaviorally Challenged

1	Alameda	Effective: 01/04/10 – 06/18/10
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Senior Instructional Assistant – Severely/Multiply Handicapped

1	Griffiths	Effective: 01/04/10 – 03/01/10
1	Price	Effective: 01/04/10 – 03/27/10
1	Unsworth	Effective: 12/04/09 – 06/18/10
1	West	Effective: 01/04/10 – 06/18/10

#142
 APPROVE SIX-MONTH
 EXTENSION OF
 ATTENDANCE/RECORDS
 CLERK ELIGIBILITY LIST

APPROVE the six-month extension of the Attendance/Records Clerk eligibility list.

#143
 APPROVE CHANGES TO
 CLASS DESCRIPTION FOR THE
 CLASSIFICATION OF
 INTERMEDIATE CLERICAL
 ASSISTANT

APPROVE changes to class description for the classification of Intermediate Clerical Assistant as submitted, effective January 27, 2010.

- #144
APPROVE CHANGES TO CLASS DESCRIPTION FOR THE CLASSIFICATION OF INTERMEDIATE ACCOUNTING ASSISTANT AND SENIOR ACCOUNTING ASSISTANT
- APPROVE** changes to class descriptions for the classifications of Intermediate Accounting Assistant and Senior Accounting Assistant as submitted, effective January 27, 2010.
- #145
APPROVE CHANGE TO RULES AND REGULATIONS SECTION 40.100.7-VETERANS' PREFERENCE
- A motion was made by Mr. Kennedy, seconded by Mr. Sampley, and the motion carried unanimously to approve change to Rules and Regulations Section 40.100.7 Veterans' Preference.
- #146
APPROVE CHANGE TO RULES AND REGULATIONS SECTION 60.500.00 – LEAVE OF ABSENCE WITHOUT PAY
- A motion was made by Mr. Kennedy, seconded by Mr. Sampley, and the motion carried unanimously to approve change to Rules and Regulations Section 60.500.00 – Leave of Absence Without Pay.
- #147
APPROVE ATTENDANCE AND REGISTRATION FOR CSPCA CONFERENCE FEBRUARY 18-21, 2010
- A motion was made by Mr. Kennedy, seconded by Mr. Sampley, and the motion carried unanimously to **APPROVE** attendance and registration fee for Patricia Heineke, John Kennedy and Steve Sampley at the CSPCA Conference in Irvine, February 18-21, 2010; and **APPROVE** attendance and registration fee for Sally Hoffman, Susan Phillips, Linda Ratzlaff, and Candy Thompson at the CSPCA Conference Staff Development Day in Irvine, February 18, 2010.
- #148
DISCUSS CHANGES TO CLASS DESCRIPTION FOR THE CLASSIFICATION OF DIRECTOR, CLASSIFIED PERSONNEL
- Changes to class description for the classification of Director, Classified Personnel were explained by Ms. Heineke. After discussion of the item Ms. Heineke said that additional input is welcome, and it will be bought back for adoption at the February meeting when all three Commissioners are present.
- #149
NEXT REGULAR MEETING
- The next Regular Meeting of the Personnel Commission will be February 17, 2010 in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #150
CLOSED SESSION
- The Personnel Commission retired into closed session at 4:55 p.m. in honor and memory of David Amatisto, husband of Michelle Gil, Physical Education Assistant; Jasmin Amezaga, Senior Instructional Assistant at Downey High School; Mary Calvillo, student at Unsworth Elementary School; Elton Kunkle, father of Graceann Frederick, Lead Psychologist; and Kay Rice Potter, wife of Edward Potter, former Assistant Superintendent, returning to open session at 5:30 p.m.
- #151
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned at 5:31 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Stephen Sampley, Vice Chair

Patricia Heineke, Director

