

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

MINUTES
Regular Meeting

June 17, 2009

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, June 17, 2009 at 4:30 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#233
PLEDGE OF ALLEGIANCE

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

#234
ROLL

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

Mrs. Lumsdaine acknowledged the presence of Board Member, Tod Corrin; C.S.E.A. Labor Representative, Mindy Markowitz; C.S.E.A. Chapter 248 President, Pam Martinez; C.S.E.A. and all others present.

#235
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 May 20, 2009.

#236
CORRESPONDENCE
RECEIVED

Director Heineke shared information regarding the California School Personnel Commission Association (C.S.P.C.A.) Conference.

Mrs. Lumsdaine shared a thoughtful letter from Barbara Samperi, Board of Education Vice President, thanking the Personnel Commission for her invitation to the Service Pin and Retirement Recognition Ceremony.

#237
ORAL COMMUNICATIONS

Mr. Kennedy thanked Director Heineke, Mrs. Lumsdaine, and Mr. Sampley for their help and direction, noting that as a new Commissioner, it has helped him to feel very comfortable.

Mr. Sampley shared that Harriet Paine, a very involved Downey Unified educator, for whom the Downey Adult School Cafeteria has been named, had been ill, but is now feeling much better.

Mrs. Lumsdaine wished everyone a safe summer, noting that she enjoys the change of pace that summer brings.

Ms. Heineke reported that Stan Hanstad extended his apologies for not being present. He said he would be attending to the details regarding the services for his mother-in-law, who passed away recently.

Director Heineke reported on the continuing financial crisis in Sacramento, noting that the Legislators are doing their best to protect education and vulnerable individuals.

Ms. Heineke reported that an Appeal Hearing from a termination is scheduled for August 26th, and confirmed that an additional Appeal Hearing is scheduled for October 1st. She added that both hearings will start at 9:00 a.m.

Ms. Heineke reminded the Commissioners of the PCASC Dinner Meeting

scheduled for Wednesday, June 24th.

Ms. Heineke reported that summer school, which had been cut back, is still creating a challenge due to last minute placements. She said because the District is implementing the new student information system software program, Zangle, the Personnel office has the additional challenge of arranging 40 data-entry assignments among employees who are trained in the program.

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

Pam Martinez inquired about the reason for the substitute Custodian recruitment, as opposed to a recruitment for permanent Custodian. Ms. Heineke explained that the current need for Custodians is for substitute only, although, the recruitment will qualify candidates, who will be placed on an eligibility list. She added that if it is decided to fill the regular assignments, the eligibles will come off this list.

Norma Garcia, Parliamentarian, C.S.E.A. Chapter 248, asked if there was a recruitment for a school nurse. Ms. Heineke said that currently there was no recruitment for Nursing Specialist, although, she noted that District Administrators have scheduled a meeting to review the situation.

#240
PUBLIC HEARD

Albert Perez, Lead Custodian, whose request to voluntarily demote to Utility Worker had been denied, asked that the request be reconsidered. As a result of explanation and insight from Ms. Heineke, and discussion and consideration from the Commissioners, the denial stood and it was recommended that Mr. Perez take part in the Utility Worker recruitment, which is scheduled for the near future.

#241
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 241-247.)

#242
RATIFY CERTIFICATION OF
OCCUPATIONAL THERAPIST
ELIGIBILITY LIST

RATIFY the certification of Occupational Therapist eligibility list established June 3, 2009.

#243
RATIFY CERTIFICATION OF
STUDENT TESTING
TECHNICIAN ELIGIBILITY LIST

RATIFY the certification of Student Testing Technician eligibility list established June 5, 2009.

#244
RATIFY CLASSIFICATION OF
ONE LIMITED-TERM
INTERMEDIATE CLERICAL
ASSISTANT POSITION-
STUDENT INFORMATION
SYSTEMS

RATIFY classification of one new limited-term Intermediate Clerical Assistant position established by the Board of Education, to be assigned to the Student Information Systems Department, four hours per day, at range 115, \$15.63 per hour, effective May 1, 2009 through June 30, 2009.

#245
RATIFY CLASSIFICATION OF
ONE SENIOR INSTRUCTIONAL
ASSISTANT POSITION-
DOWNEY HIGH

RATIFY classification of one new Senior Instructional Assistant 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 105, \$2,582 - \$3,137 per month, effective April 20, 2009.

- #246
RATIFY CLASSIFICATION OF ONE NEW LIMITED-TERM SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED-RIO SAN GABRIEL
- RATIFY** classification of one new limited-term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, to be assigned to Rio San Gabriel Elementary School, five and one-half hours per day, at range 115, \$15.63 per hour, effective May 1, 2009 through June 18, 2009.
- #247
RATIFY CLASSIFICATION OF ONE SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED-GRIFFITHS
- RATIFY** classification of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, to be assigned to Griffiths Middle School, six and one-half hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective May 1, 2009.
- #248
APPROVE PERSONNEL COMMISSION PROPOSED MEETING DATES FOR 2009-2010
- A motion was made by Mr. Sampley, seconded by Mr. Kennedy, and the motion carried unanimously to **APPROVE** the Personnel Commission proposed meeting dates for 2009-2010, with the following changes. No August meeting; October 21, 2009 rescheduled to October 28, 2009; and January 20, 2010 rescheduled to January 27, 2010.
- #249
NEXT REGULAR MEETING
- The next Regular Meeting of the Personnel Commission will be July 15, 2009 in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #250
CLOSED SESSION
- The Personnel Commission retired into closed session in honor and memory of Lance Corporal Joshua Whittle, former Warren High School student, and Geneva Osteen, mother-in-law of Stan Hanstad, Assistant Superintendent, at 5:05 p.m., returning to open session at 5:23 p.m.
- #251
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned at 5:24 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

Patricia Heineke, Director

