

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

MINUTES  
Regular Meeting

July 15, 2009

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, July 15, 2009 at 4:30 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 John Kennedy.

#2  
ROLL

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

#3  
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 June 17, 2009.

#4  
CORRESPONDENCE  
RECEIVED

No correspondence was received.

#5  
ORAL COMMUNICATIONS

Mrs. Lumsdaine acknowledged the presence of Assistant Superintendent, Stan Hanstad; C.S.E.A. Chapter 248 President, Pam Martinez, and all others present.

Director Heineke commented on the State's unstable budget situation. She also described a new procedure of limiting application submissions to three days, while continuing to post bulletins for 15 days. She explained this was intended to make the number of applications received manageable in a recruitment that could otherwise result in hundreds of applications for one opening. A number of individuals made remarks regarding the procedure. It was agreed that applications would be accepted if postmarked during the three-day submission period.

Ms. Heineke reminded the Commissioners of the Appeal Hearings scheduled for August 26<sup>th</sup> and October 1<sup>st</sup>.

Ms. Heineke shared the good news that there have been no complaints about the classified summer school staffing.

Ms. Heineke reported a special assignment of two shifts working per day throughout July entering data in the new Zangle student database system.

Ms. Heineke distributed and reviewed the July Legislative Summary and offered to answer questions regarding the July Recruitment Report.

#6  
PUBLIC HEARD

Pam Martinez had concerns, due to budget cuts, regarding the request to establish 50 new Intervention Tutor positions. Since the position is unclassified and not the responsibility of the Commission, Ms. Heineke suggested that Mrs. Martinez express her concerns to Mr. Hanstad, Dr. Doty, or herself at another time.

- #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 8-16.)
- #8  
RATIFY CLASSIFICATION OF LIMITED-TERM INTERMEDIATE CLERICAL ASSISTANT-STUDENT INFORMATION SYSTEMS
- RATIFY** classification of new limited-term Intermediate Clerical Assistant positions, assigned as needed, established by the Board of Education, to be assigned to the Student Information Systems Department, at range 115, \$15.63 per hour, effective June 1, 2009 through August 31, 2009.
- #9  
RATIFY CLASSIFICATION OF THREE LIMITED-TERM LEAD CUSTODIAN POSITIONS-OPERATIONS
- RATIFY** classification of three new limited-term Lead Custodian positions established by the Board of Education, assigned to the Operations Department, eight hours per day, at range 135, effective June 22, 2009 through August 31, 2009.
- #10  
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, eight hours per day, at range 155, effective May 26, 2009 through November 26, 2009.
- #11  
RATIFY CLASSIFICATION OF ONE SENIOR INSTRUCTIONAL ASSISTANT POSITION-ALAMEDA
- RATIFY** classification of one new Senior Instructional Assistant position established by the Board of Education, assigned to Alameda Elementary School, five hours per day, ten months per year, at range 105, \$2,582 - \$3,137 per month, effective June 22, 2009.
- #12  
RATIFY CLASSIFICATION OF ONE SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED-RIO HONDO
- RATIFY** classification of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, to be assigned to Rio Hondo Elementary School, six hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective May 25, 2009.
- #13  
APPROVE CLASSIFICATION OF ONE SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED-WARREN HIGH
- APPROVE** classification of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, to be assigned to Warren High School, six hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective September 3, 2009.
- #14  
RATIFY CLASSIFICATION OF ONE SENIOR INSTRUCTIONAL ASSISTANT-SEVERELY/MULTIPLY HANDICAPPED POSITION-SUSSMAN
- RATIFY** classification of one new Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, to be assigned to Sussman Middle School, six hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective April 7, 2009.
- #15  
APPROVE CHANGES TO CLASS DESCRIPTION FOR CLASSIFICATION OF LEAD CUSTODIAN
- APPROVE** changes to class description for the classification of Lead Custodian as submitted effective July 15, 2009.

- #16  
APPROVE CHANGES TO CLASS DESCRIPTION FOR CLASSIFICATIONS OF INSTRUCTIONAL ASSISTANT, INSTRUCTIONAL ASSISTANT-COMPUTER APPLICATIONS, SENIOR INSTRUCTIONAL ASSISTANT, AND SPEECH-LANGUAGE PATHOLOGY ASSISTANT
- APPROVE** change to class description for the classifications of Instructional Assistant, Instructional Assistant-Computer Applications, Senior Instructional Assistant, and Speech-Language Pathology Assistant as submitted effective July 15, 2009.
- #17  
APPROVE CONDUCT OF CLASSIFICATION STUDY ON POSITION OF SENIOR ACCOUNTING TECHNICIAN-ADULT SCHOOL
- A motion was made by Mr. Kennedy, seconded by Mr. Sampley, and the motion carried unanimously to approve conduct of a classification study on one position of Senior Accounting Technician assigned to Downey Adult School.
- #18  
HEAR FIRST READING OF RECOMMENDED CHANGE TO RULES AND REGULATIONS SECTION 40.100.7-VETERANS' PREFERENCE
- Director Heineke explained the need for the recommended change to Rules and Regulations section 40.100.7 – Veterans' Preference, which is to clarify that veteran's credit points are added in the case of entry level examinations. This suggested rule change will be brought back for a second reading in September.
- #19  
NEXT SPECIAL MEETING
- A Special Meeting of the Personnel Commission to hear the appeal of a terminated employee is scheduled for August 26, 2009 at 9:00 a.m. in the Grace E. Horney Board Room.
- #20  
NEXT REGULAR MEETING
- The next Regular Meeting of the Personnel Commission will be September 23, 2009 in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #21  
CLOSED SESSION
- The Personnel Commission retired into closed at 5:10 p.m., returning to open session at 5:26 p.m.
- #22  
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned at 5:27 p.m. with the consent of the members.

Personnel Commission  
DOWNEY UNIFIED SCHOOL DISTRICT

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Dianne Lumsdaine, Chair

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Patricia Heineke, Director

