

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

MINUTES

Regular Meeting

November 18, 2009

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, November 18, 2009 at 4:30 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#87
PLEDGE OF ALLEGIANCE

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

#88
ROLL

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

#89
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 October 28, 2009.

#90
CORRESPONDENCE
RECEIVED

No correspondence was received.

#91
ORAL COMMUNICATIONS

Mr. Kennedy, Mr. Sampley, and Mrs. Lumsdaine wished everyone a very restful and happy Thanksgiving holiday.

Mrs. Lumsdaine commented on the November publications of the CSEA, Chapter 248 **Bear Facts** and the **Personnel Periodical**, complimenting both parties responsible.

Director Heineke shared that the next Personnel Commission Association of Southern California (PCASC) Dinner Meeting is scheduled for Thursday, December 10th, requesting that the Commissioners notify her of any reservations needing to be made.

Ms. Heineke reported that the California Schools Personnel Commissioners Association (CSPCA) Annual Conference is scheduled to take place in Irvine, February 18th through February 21st, 2010. She noted the Conference would be well within the budget due to the close location and no hotel costs.

Ms. Heineke said due to the Legislative session ending and most Bills being status quo, there is no Legislative Report Summary, although, she did provide updates on Assembly Bill, 1025. Ms. Heineke explained that the bill has wording that mandates all paid employees and volunteers working school related events acquire an activities supervisor certificate from the Commission on Teacher Credentialing. She added that there will be costs totaling \$106.00, which will include the certificate fee and fingerprinting cost, noting that more information will be available by webinar in February.

Ms. Heineke reviewed and offered to answer questions regarding the November Recruitment Report.

Ms. Heineke introduced a new process for Board agenda items, noting that in the future Board items will be grouped according to department with only one cover

memo for each team.

#92
PUBLIC HEARD

No one from the public asked to be heard.

Mrs. Lumsdaine welcomed Tod Corrin, Board Member; Stan Hanstad, Assistant Superintendent; Pam Martinez, President, C.S.E.A. Chapter 248; Roman Torres, President, C.S.E.A. Chapter 746; Mindy Markowitz, C.S.E.A. Labor Representative, and all other guests.

#93
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 94-102.)

#94
RATIFY CLASSIFICATION OF
ONE LIMITED-TERM
COMPUTER/NETWORK
SUPPORT TECHNICIAN
POSITION-ADULT SCHOOL

RATIFY classification of one new limited-term Computer/Network Support Technician position established by the Board of Education, assigned to Downey Adult School, eight hours per day, at range 205, \$24.93 per hour, effective October 13, 2009 through November 13, 2009.

#95
RATIFY CLASSIFICATION OF
ONE LIMITED-TERM SENIOR
INSTRUCTIONAL ASSISTANT-
BEHAVIORALLY HANDICAPPED
POSITION-CARPENTER

RATIFY classification of one new limited-term Senior Instructional Assistant-Behaviorally Handicapped position established by the Board of Education, assigned to Carpenter Elementary School, six hours per day, at range 115, \$15.63 per hour, effective October 14, 2009 through December 18, 2009.

#96
RATIFY CLASSIFICATION OF
ONE LIMITED-TERM SENIOR
INSTRUCTIONAL ASSISTANT-
BEHAVIORALLY CHALLENGED
POSITION-PRICE

RATIFY classification of one new limited-term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Price Elementary School, six hours per day, at range 115, \$15.63 per hour, effective October 26, 2009 through March 26, 2010.

#97
RATIFY CLASSIFICATION OF
TWO SENIOR INSTRUCTIONAL
ASSISTANT-BEHAVIORALLY
CHALLENGED POSITIONS-
ALAMEDA

RATIFY the classification of two new Senior Instructional Assistant-Behaviorally Challenged positions established by the Board of Education, to be assigned to Alameda Elementary School, six and one-half hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective October 2, 2009.

#98
RATIFY CLASSIFICATION OF
ONE SENIOR INSTRUCTIONAL
ASSISTANT-BEHAVIORALLY
CHALLENGED POSITION-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 and one-half hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective November 3, 2009.

#99
RATIFY CLASSIFICATION OF
ONE SENIOR INSTRUCTIONAL
ASSISTANT-BEHAVIORALLY
CHALLENGED POSITION-
SPECIAL EDUCATION

RATIFY classification of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Special Education, five and one-half hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective September 3, 2009.

#100
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, assigned to Carpenter Elementary School, six hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective October 19, 2009.

- #101
RATIFY CLASSIFICATION OF ONE LIMITED-TERM SENIOR INSTRUCTIONAL ASSISTANT-SEVERELY/MULTIPLY HANDICAPPED POSITION-PRICE
- #102
APPROVE CHANGES TO CLASS DESCRIPTION FOR THE CLASSIFICATION OF INSTRUCTIONAL ASSISTANT
- #103
DISCUSS RULES AND REGULATION SECTION 60.900.0 – DISCIPLINARY ACTION
- #104
HEAR FIRST READING OF RECOMMENDED CHANGE TO RULES AND REGULATIONS SECTION 40.100.7-VETERANS' PREFERENCE
- #105
HEAR FIRST READING OF RECOMMENDED CHANGE TO RULES AND REGULATIONS SECTION 60.500.00 – LEAVE OF ABSENCE WITHOUT PAY
- #106
NEXT REGULAR MEETING
- #107
CLOSED SESSION
- #108
ADJOURNMENT
- RATIFY** classification of one new limited-term Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, assigned to Price Elementary School, six and one-half hours per day, at range 115, \$15.63 per hour, effective October 26, 2009 through January 30, 2010.
- APPROVE** changes to class description for the classification of Instructional Assistant as submitted, effective November 18, 2009.
- After continued discussion of Section 60.900.1 Disciplinary Action and input from Roman Torres, it was decided to investigate the need for negotiation before bringing the item back at December's meeting.
- Ms. Heineke reviewed the need for the change to Rules and Regulations Section 40.100.7 Veterans' Preference, noting that it will bring the section more into conformance with the law, which now identifies uniformed services to include the Army and National Guard, Navy, Marines, Air Force, and Coast Guard and no longer identifies Merchant Marines and the Red Cross.
- Ms. Heineke reviewed the recommended change to Rules and Regulations Section 60.500.00 – Leave of Absence Without Pay by explaining the additional wording of, *26 weeks on a 12-month period*, referencing sections five and six of this rule.
- The next Regular Meeting of the Personnel Commission will be December 16, 2009 in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- The Personnel Commission retired into closed session at 4:50 p.m., returning to open session at 5:25 p.m.
- The Regular Meeting of the Personnel Commission was declared adjourned at 5:26 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

Patricia Heineke, Director

