

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA

June 25, 2008
Personnel Office Conference Room

Open Session

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SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
June 25, 2008

OPEN SESSION

1. <u>ROLL CALL:</u>	<u>Present</u>	<u>Absent</u>
Navjit Brar, Chairperson	_____	_____
Kent Taylor, Vice-Chairperson	_____	_____
Gail Sears	_____	_____

2. APPROVAL OF MINUTES OF REGULAR MEETING

The minutes of the Regular Personnel Commission Meeting of May 28, 2008, are presented on the following pages.

RECOMMENDATION:

It is recommended that the minutes of the regular meeting of May 28, 2008, be approved.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING MINUTES
May 28, 2008

Place of Meeting: Personnel Office Conference Room
1500 Lizzie Street
San Luis Obispo, California

Type of Meeting: Regular

Time of Meeting: 4:00 p.m.

OPEN SESSION

1. ROLL CALL:

Commissioners Present: Navjit Brar, Chairperson
Kent Taylor, Vice-Chairperson
Gail Sears

Staff Present: Rick Robinett, Director of Personnel Services
Jean Keller, Personnel Analyst

Guest Present: John Spatafore, Board of Education Member

2. APPROVAL OF MINUTES OF REGULAR MEETING

The minutes of the April 23, 2008, meeting were approved as presented. (M/S/P Taylor/Sears/Brar)

3. PUBLIC COMMUNICATION TO THE COMMISSION

John Spatafore, President of the Board of Education, asked the Commissioners if they would be interested in presenting their Annual Report in person at a public Board meeting. Mr. Spatafore suggested that this would be an opportunity for the purpose and activities of the Commission to be shared with a wider school community. He also suggested that this could be done in cooperation with the presidents of the two classified unions. Mr. Spatafore asked the Commissioners to consider the suggestion and let him know if they would like to be added to the Board agenda to present the 2007-08 Annual Report.

4. INFORMATION: ORAL REPORTS

The Commissioners congratulated Mr. Robinett on his recognition as Administrator of the Year.

A listing of the retirees who will be recognized at the June 3, 2008, Board of Education meeting was distributed. Mr. Robinett reported on the District's projected budget for the 2008-09 school year. It is anticipated that there will be a slight reduction in categorical funding. Over-all, the budget is status quo, and no classified employee lay-offs are expected. For the most part, San Luis Coastal has not been impacted by the Governor's budget revisions as much as other districts.

5. INFORMATION: REPORT OF TESTING

Jean Keller reported on the results of recent testings. New hires include Adam Burns, Food Service Warehouse Delivery Driver, and Peggi Charlesworth, Account Clerk, BG&T. Diane DuBois was promoted from Secretary Clerk/Senior Secretary Clerk to Elementary School Secretary at Baywood and Valarie Harrigan was promoted from Administrative Assistant to Executive Assistant in the Superintendent's Office.

REGULAR PERSONNEL COMMISSION MEETING MINUTES

May 28, 2008

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6. INFORMATION: CORRESPONDENCE RECEIVED

No correspondence was received.

7. INFORMATION: ANNUAL REPORT ON NEW HIRES WHO WERE GRANTED ADVANCED STEP PLACEMENT

Jean Keller presented a listing of employees who were hired during the past year and who were granted advanced step placement based on prior experience with a school district or county office of education. Commissioner Taylor requested that next year's report include the date of hire and the differential cost.

8. DISCUSSION/ACTION: CLASSIFICATION REVIEW: CLERICAL JOB FAMILY (Second Reading)

Following discussion, the Commission approved (1) the changes in the class specifications for Secretary Clerk, Receptionist, Senior Secretary Clerk, Registrar, Elementary School Secretary, Continuation School Secretary, and Secondary School Secretary as presented and (2) reclassification of the Secretary Clerk position in the Attendance Office at San Luis Obispo High School to Receptionist, range 216 on the CSEA salary schedule, effective May 29, 2008. (M/S/P Taylor/Sears/Brar)

9. DISCUSSION/ACTION: PUBLIC HEARING: PROPOSED 2008-09 PERSONNEL COMMISSION BUDGET

John Spatafore reported that the Board of Education reviewed the Commission's proposed budget and were unanimously supportive. Following discussion, the Commission adopted the 2008-09 Personnel Commission budget as presented and directed staff to forward the budget to the County Superintendent of Schools. (M/S/P Sears/Taylor/Brar)

10. NEXT MEETING

The next regular Personnel Commission meeting is scheduled for 4 p.m., Wednesday, June 25, 2008.

11. CLOSED SESSION

There were no closed session discussions.

The meeting was adjourned at 4:31 p.m.

Rick Robinett, Director of Personnel

(The agenda of this meeting and the informational materials, reports and personnel items provided to the Commission members are incorporated as attachments to the official minutes.)

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3. PUBLIC COMMUNICATION TO THE COMMISSION

At this point on the agenda, opportunity is provided for an individual or a representative of a group to address the Commission. Each speaker shall be limited to three minutes and the total time allotted for Public Communication to the Commission will be 20 minutes.

In order to assist the Chairperson, please complete the Request to Address the Personnel Commission and hand the form to the Commission Chairperson prior to the beginning of the meeting.

The Commission will not take action on an item introduced during Public Communication as this would constitute an illegal act on the part of the Commission.

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4. INFORMATION:
ORAL REPORTS

5. INFORMATION:
REPORT OF TESTING

Since the last regular meeting of the Personnel Commission, the following tests were administered:

POSITION	COMP. APPL. RECVD	WRITTEN TEST		ORAL	
		NO. TESTED	NO. PASSED	NO. TESTED	NO. PASSED
Executive Assistant	3	3	3	3	3
Library Media Center Technician	3	3	3	3	3
Secretary Clerk	12	12	10	10	10
Secretary Clerk - Bilingual	1	1	0	0	0
Custodian I	13	12	9	8	8
Elementary School Secretary	6	5	3	1	1

6. INFORMATION:
CORRESPONDENCE RECEIVED

No correspondence had been received as of the date this agenda was prepared.

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7. DISCUSSION:
COMMISSION RULES AND REGULATIONS – REVISIONS AND UPDATES (First Reading)

Staff is recommending revisions/updates in the following sections of Personnel Commission Rules and Regulations. Additions are underlined and deletions are ~~struck out~~.

2.7 Regular Meetings

Subject to cancellation or proper change, the Commission shall meet during the ~~third~~ fourth week of each month in the Personnel Conference Room at 1500 Lizzie Street. The day and time, dependent on the availability of the Commissioners, shall be announced in advance. When the regular meeting date falls on a holiday, the Commission shall meet on the next succeeding business day, unless at a prior regular meeting it designates some other day for its meeting. In cases of emergency, the Commission may meet at some other time and/or place, provided that at least 48 hours notice is given to employee and administration representatives and posted on the Commission's official bulletin board.

2.13 Commissioner Compensation

Each Commissioner shall receive a sum not to exceed \$50.00 ~~\$25.00~~ for each meeting attended in any one month, including regular, adjourned, or special meetings, but not to exceed a total of \$125.00 per month. *(Revised 11/15/06)*

13.2 New Employee Clearances

A. Physical Examinations

1. Tuberculosis

- a. Within ten days of initial employment, each employee shall file with the Personnel Office a certificate showing freedom from active tuberculosis, as required by law. The examination must have been conducted within the 60-day period immediately preceding the date of employment. However, a person who transfers employment from another school district shall be deemed to meet this requirement if a copy of a certificate can be provided which shows that the person was examined within the past four years and was found to be free of communicable tuberculosis. Classified employees employed for less than a full school year may be exempt from this examination, provided their duties do not require frequent or prolonged contact with pupils.
- b. The employee shall be responsible for any expense incurred for the initial clearance. After employment, every employee is required to undergo an examination at least once every four years to determine that the person is free from active tuberculosis.

The expense of succeeding examinations for regular employees will be borne by the District only if the skin test, or chest x-ray if required, is taken at a District-designated medical location. ~~following procedures are followed:~~

- ~~1) Take a skin test at the County Health Department or at a District designated medical location.~~
- ~~2) If clearance is not obtained, report this fact to the District Personnel Office.~~
- ~~3) Have X rays taken as directed by the Personnel Office, either at a mobile X ray unit or by a designated physician.~~

The District is not responsible for costs of treatment if a person is found to have active tuberculosis or other physical ailments.

2. General Physical Condition

a. Initial Employment

Each regular employee of specified job families shall have a physical examination at the time of employment. The District's form shall be completed and signed by the physician conducting the examination. ~~The District reserves the right to select the physician.~~ The physical examination for employment shall be obtained at a District-designated medical location and shall be paid for by the District. The District may reject the employee on the basis of the results of the physical examination.

Any expense involved with referrals for treatment for conditions found in the physical examination shall be borne by the employee.

b. School Bus Drivers

School bus drivers must have the physical examination required by the Department of Motor Vehicles for initial employment and for license renewal. For bus drivers no other physical examination is required for initial employment. The District shall pay for all such examinations after the examination for initial employment. The District reserves the right to select the physician.

c. Physical Examinations after Initial Employment

If the Board of Education of the District determines by resolution, after hearing, that the physical or mental health of the pupils or other employees of the District would be jeopardized by the physical or mental health of any District employee, or that the physical or mental health of any District employee would impair the ability of the employee to perform the duties of the position, even with reasonable accommodation, then such employee may be required by the Board at any time to submit to a health examination by a physician or psychiatrist licensed under Chapter 5 of Division 2 of the Business and Professions Code and approved by the Board. The expense shall be borne by the District.

The District Superintendent may recommend to the Board of Education physical or mental health examinations for an employee at any time if there is reason to believe that the condition of the physical or mental health of the employee jeopardizes the physical or mental health of the pupils or other employees, or is impairing the ability of the employee to perform the duties of the position, even with reasonable accommodation; provided, however, that before the Superintendent makes any such recommendation to the Board of Education, the Superintendent shall make reasonable efforts through the spouse, personal doctor, and/or minister, priest or rabbi of said employee, to have the employee voluntarily go to said physician or psychiatrist for such an examination at District expense.

3. Medical Review Board

Any rejection for medical reasons of an eligible or of an employee who has been on leave of absence may be appealed to the Commission. The Commission may employ outside medical experts to give a medical advisory opinion.

The Commission, based on evidence submitted and the advice of medical experts to the Commission, shall determine whether or not the denial of appointment or return from leave shall be sustained.

B. Criminal Records Check

1. Fingerprints

Each new employee shall submit to a criminal records check in accordance with prescribed procedures, or shall forfeit eligibility for employment. The District will notify each such employee where and when to report for fingerprinting, ~~which shall take place no later than the tenth day of employment.~~ The employee shall not begin work until the California Department of Justice completes its obligations regarding arrest and conviction information. Should the background check reveal any serious and violent felonies, any sex offense as defined in Education Code 44010, or any controlled substance offense as described in Education Code 44011, all proceedings to hire that person will cease and the applicant will receive a letter from the Director of Personnel explaining the non-employment status.

2. Review of Criminal Records

- a. All criminal record reports are to be treated as confidential. Any employee charged with receiving and/or reviewing them who divulges information contained therein to an unauthorized person is subject to disciplinary action.
- b. The criminal records report from the California ~~Department of Justice Bureau of Criminal Identification and Investigation~~ Department of Justice Bureau and/or the Federal Bureau of Investigation will be reviewed together with the person's application form. If there is a criminal record, the appointing authority shall decide whether or not the person should be employed or retained in employment.

~~If the record discloses no information beyond that supplied by the person on~~

~~his application form, and he was accepted for examination and/or appointment, he shall be considered employable.~~

- c. If an employee is to be dismissed because of information disclosed on the criminal records report or if the appointing authority desires that an eligible be removed from an eligibility list because of such information, the Personnel Commission shall be notified of the recommended action and the reasons therefor.

If it approves the recommendation, the Commission shall notify the employee or eligible of the action taken or contemplated and the reasons therefor. The Commission shall provide the person with an opportunity to appeal the decision in writing within 10 days of notification. The employee may review the criminal record report but may not obtain a copy. In order to obtain a copy, the employee shall apply through the record review procedure established in Penal Code. The Commission may hold a hearing at its discretion, and the decision of the Commission shall be final.

Chapter 13

References: Education Code

7052 Restrictions on political activities

49406 Examination for tuberculosis

45122 Physical examinations

45125 Fingerprint cards; criminal history; confidentiality

~~Use of personal identification cards to ascertain conviction of crime~~

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
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8. NEXT MEETING

The next regular Personnel Commission meeting is scheduled for 4 p.m., Wednesday, August 27, 2008. No meeting is scheduled in July.

9. CLOSED SESSION:

The Commission may meet in closed session to discuss items relating to appointment, employment, discipline, and resignation(s) of District employee(s).