

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES

**Informal Summary
of
Regular Meeting of Personnel Commission**

May 28, 2008

- 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.

- 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.

- 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.

- INFORMATION: CORRESPONDENCE RECEIVED

No correspondence was received.

- 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.

- 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)

- 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)

- NEXT MEETING

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