

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

AGENDA #9

Regular Meeting
Lloyd L. Stromberg Conference Room

4:30 p.m.
March 17, 2010

ADDENDUM
PAGE NO.

I. GENERAL COMMISSION FUNCTIONS

1. Call to order - Dianne Lumsdaine.
2. Renewal of Pledge of Allegiance to the Flag of the United States of America – John Kennedy.
3. Roll.
4. **APPROVE** Minutes of the Regular Meeting of February 17, 2010.
5. **RECEIVE** correspondence and refer to the proper order of Business, or to the Personnel Director for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Personnel Director.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

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II. CONSENT AGENDA

1. **RATIFY** certification of School Office Manager (Bilingual) eligibility list established February 19, 2010. 4
2. **RATIFY** certification of School Office Manager (Biliterate) eligibility list established February 19, 2010. 5
3. **RATIFY** classification of limited-term positions established by the Board of Education as follows: 6
Senior Instructional Assistant
1 Rio Hondo Effective: 02/09/10 – 06/18/10
Senior Instructional Assistant – Severely/Multiply Handicapped
1 Price Effective: 02/01/10 – 04/23/10
4. **APPROVE** the six-month extension of the Food Service Assistant II eligibility list.
5. **APPROVE** changes to class description for the classification of Administrative Secretary as submitted, effective March 18, 2010. 7-11

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** classification of Grounds Team Leader and class description for one new position established by the Board of Education, placing the classification on the Unit II Salary Schedule at range 155, \$3,388 - \$4,112 per month, effective March 18, 2010. 12-15
2. **REVIEW** proposed 2010/2011 Personnel Commission Budget. 16-18

V. NEXT REGULAR MEETING

April 21, 2010 at 4:30 p.m. in the Lloyd L. Stromberg Conference Room.

VI. CLOSED SESSION

1. Public employee performance evaluation - Title, Director, Classified Personnel.

VII. ADJOURNMENT