

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Minutes

4:00 P.M., October 20, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 4:08 P.M. by David Holmerud, Commission Chair.
2. Pledge of Allegiance
The pledge of allegiance was led by Commissioner Holmerud.

Members in Attendance

John Baird
David Holmerud
Terry King

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Carmen Blum
Sheila Graciano
Scott Hendries
Debbie Johnson
Tina Peterson

3. Approval of the Agenda for the October 20, 2015, Personnel Commission Regular Meeting.
It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the agenda, for the October 20, 2015, Personnel Commission Regular Meeting.
Motion passed unanimously.

ACTION ITEMS

4. A. Approval of the Minutes for the September 8, 2015, Personnel Commission Regular Meeting.
It was moved by JOHN BAIRD, seconded by TERRY KING, to approve the minutes for the September 8, 2015 regular personnel commission meeting.
Motion passed unanimously.

B. Approval of the Minutes for the September 8, 2015, Personnel Commission Special Meeting.
It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the minutes for the September 8, 2015 special personnel commission meeting.
Motion passed with corrections.

5. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list for INSTRUCTIONAL ASSISTANT SpEd(Severe), SR-36, Open/Promotional, six months eligibility.

Motion passed unanimously.

6. ELIGIBILITY LISTS TO BE APPROVED

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve eligibility lists for eight classifications:

- A. SECRETARY, SR-36, Open/Promotional, six months eligibility from 9/03/15.
B. NUTRITION SERVICES ASSISTANT III, SR-29, Open/Promotional-Dual Certification, six months eligibility from 9/03/15.
C. NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, six months eligibility from 9/03/15.
D. LEARNING COMMONS TECHNICIAN, SR-40, Open/Promotional-Dual Certification, six months eligibility from 9/14/15.
E. INSTRUCTIONAL ASSISTANT SpEd(Severe), SR-36, Open/Promotional, six months eligibility from 9/17/15.
F. INSTRUCTIONAL ASSISTANT SpEd(Non-Severe), SR-34, Open/Promotional-Dual Certification, six months eligibility from 9/17/15.
G. ADMINISTRATIVE SECRETARY, SR-40, Open/Promotional, six months eligibility from 10/01/15.
H. SCHOOL BUS ATTENDANT, SR-29, Open/Promotional, six months eligibility from 10/08/15.

Motion passed unanimously.

7. APPROVAL OF CLASS DESCRIPTION REVISION – SCHOOL BUS ATTENDANT

Motion by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for the School Bus Attendant classification as shown in the attached supplements.

Motion passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. The Vacant Positions report dated 10/15/15 was submitted.
B. The Personnel Lists dated 9/03/15 and 10/01/15 were submitted as information.

9. CORRESPONDENCE

None

10. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association – None
- B. San Dieguito Union High School District –Tina Peterson states that new Director, Susan Dixon, is a pleasure to have on our team at SDUHSD.
- C. Public - Scott Hendries welcomes new Director of Classified Personnel, Susan Dixon. Scott requested clarification on Rule 6.8. Director Dixon will provide as agenda item next month.

11. CLOSED SESSION

The Commission convened to Closed Session at 4:41 PM to discuss evaluation objectives for the Director of Classified Personnel.

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled November 17, 2015, at 2:30 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

The meeting adjourned at 5:22 PM.