

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

**Regular Meeting Minutes**

4:00 P.M., May 5, 2015  
710 Encinitas Boulevard, Encinitas, CA 92024  
District Office Board Room 101

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**REGULAR MEETING/OPEN SESSION**

1. Call to Order  
The meeting was called to order at 4:03 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

Corrie Amador, Director  
Barbara Bass, Human Resources Analyst  
Kathy Potter, Human Resources Technician

Guests

Carmen Blum	Dan Love
Debbie Davidson	Tina Peterson
Scott Hendries	Rosie Prine
Laura Hernandez	Adrienne St. George
Debbie Johnson	Jason Vilorio

3. Approval of the Agenda for the May 5, 2015, Personnel Commission Regular Meeting.  
Motion by JOHN BAIRD, second by TERRY KING, to approve the agenda for the May 5, 2015, Personnel Commission Regular Meeting.  
*Passed unanimously.*
4. Approval of the Minutes for the April 14, 2015, Personnel Commission Special Meeting.  
Motion by TERRY KING, second by JOHN BAIRD, to approve the minutes for the April 14, 2015, Personnel Commission Meeting.  
*Passed unanimously.*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED
  - A. Motion by JOHN BAIRD, seconded by TERRY KING, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.  
*Passed unanimously.*

- B. Motion by TERRY KING, seconded by JOHN BAIRD, to establish an Eligibility List for ACCOUNTING ASSISTANT, SR-40, Open/Promotional-Dual Certification, six months eligibility.  
*Passed unanimously.*
- C. Motion by JOHN BAIRD, seconded by TERRY KING, to establish an Eligibility List for ADMINISTRATIVE SECRETARY-MIDDLE SCHOOL, SR-38, Open/Promotional, six months eligibility.  
*Passed unanimously.*
- D. Motion by TERRY KING, seconded by JOHN BAIRD, to establish an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, six months eligibility.  
*Passed unanimously.*
- E. Motion by JOHN BAIRD, seconded by TERRY KING, to establish an Eligibility List for SCHOOL PLANT SUPERVISOR-MIDDLE SCHOOL, SR-39, Promotional, six months eligibility.  
*Passed unanimously.*

6. ELIGIBILITY LISTS TO BE APPROVED

- A. Motion by TERRY KING, second by JOHN BAIRD, to approve an Eligibility List for GROUNDS MAINTENANCE WORKER II, SR-39, Promotional, six months eligibility from 4/15/15.  
*Passed unanimously.*
- B. Motion by JOHN BAIRD, second by TERRY KING, to approve an Eligibility List for GROUNDS MAINTENANCE WORKER/APPLICATOR, SR-40, Open/Promotional, six months eligibility from 4/15/15.  
*Passed unanimously.*
- C. Motion by TERRY KING, second by JOHN BAIRD, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT-HIGH SCHOOL, SR-44, Open/Promotional, six months eligibility from 4/17/15.  
*Passed unanimously.*
- D. Motion by JOHN BAIRD, second by TERRY KING, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION (NON-SEVERE), SR-34, Open/Promotional-Dual Certification, six months eligibility from 4/23/15.  
*Passed unanimously.*

**CLASSIFICATION (See Supplements)**

7. APPROVAL OF CLASS DESCRIPTION REVISIONS

- A. Lead Library/Media Technician
  - 1. Motion by TERRY KING, seconded by JOHN BAIRD, to approve a title change from Lead Library/Media Technician to Learning Commons Technician.  
*Passed unanimously.*
  - 2. Motion by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for the Learning Commons Technician classification as shown in the attached supplements.  
*Passed to TABLE to June 9, 2015 meeting.*

B. Risk Management Technician

Motion by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the Risk Management Technician classification as shown in the attached supplements.

*Passed to TABLE to June 9, 2015 meeting.*

C. Human Resources Technician

Motion by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for the Human Resources Technician classification as shown in the attached supplements, with agreement to review the Working Conditions section of the description at the June 9, 2015 meeting.

*Passed unanimously.*

*Items D through G. Passed to TABLE for further review.*

D. Grounds Maintenance Worker I

E. Grounds Maintenance Worker II

F. Nutrition Services Transporter I

G. Nutrition Services Transporter II

8. APPROVAL OF PROPOSED PERSONNEL COMMISSION 2015-16 BUDGET

A. Open Public Hearing

B. Call for Public Comment

C. Close Public Hearing

D. Approval of 2015-16 Proposed Personnel Commission Budget

Motion by JOHN BAIRD, seconded by TERRY KING, that the 2015-16 Personnel Commission Budget be approved as proposed.

*Passed unanimously.*

9. ADOPTION OF REVISED PERSONNEL COMMISSION RULES

A. CHAPTER 2

A revised draft for revisions to Chapter 2 was submitted for adoption.

Motion by TERRY KING, seconded by JOHN BAIRD, that the revisions to Chapter 2 of the Personnel Commission Rules be adopted as proposed.

Following discussion, the Commissioners agreed to strike the following statement from Rule 2.15.B:

“The Personnel Director may be designated as a hearing officer in accordance with the Education Code.”

*Passed unanimously.*

B. RULE 6.1

A draft for revision to Rule 6.1 was submitted for adoption.

Motion by JOHN BAIRD, seconded by TERRY KING, that the revision to Rule 6.1 of the Personnel Commission Rules be adopted as proposed.

*Passed unanimously.*

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

10. PERSONNEL COMMISSION RULES – CHAPTER 3

A revised draft proposal for revisions to Chapter 3 was submitted for additional discussion. Due to the late hour, the Commissioners agreed to discuss this item at the June 9 meeting.

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. Vacancy Report- Director Amador cited that a significant number of employees have promoted to new positions during a very busy recruitment time. Commissioner Holmerud mentioned how much he enjoyed the visit he and Director Amador made to observe the Grounds-South crew as they began their day.

B. Employment Listing

12. CORRESPONDENCE

Thank you letter from Director Amador to Chief Umbel for use of their facility

13. 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 – None

C. Public Comment

Ms. Laura Hernandez addressed the Commission regarding the testing and appeal process. The Commission referred the matter to staff for further study.

Commissioner Baird requested Rule 2.15.C be added to the June 9 meeting for reconsideration.

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission was scheduled for Tuesday, June 9, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

16. ADJOURNMENT Personnel Commission meeting adjourned at 6:50 P.M.