

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

Regular Meeting Minutes

4:00 P.M., September 8, 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 4:17 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
Jean Welser, Interim Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Carmen Blum
Matt Colwell
Scott Hendries
Debbie Johnson
Tina Peterson

3. Approval of the Agenda for the September 8, 2015, Personnel Commission Regular Meeting.
It was moved by JOHN BAIRD, seconded by TERRY KING, to approve the agenda, for the September 8, 2015, Personnel Commission Regular Meeting. *Motion unanimously carried.*

ACTION ITEMS

4. Approval of the Minutes for the August 11, 2015, Personnel Commission Regular Meeting.
It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the minutes for the August 11, 2015 regular personnel commission meeting.
Motion unanimously carried.
5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list for NUTRITION SERVICES ASSISTANT III SR-29, Open/Promotional-Dual Certification, six months eligibility.
Motion unanimously carried.

- B. It was moved by TERRY KING, seconded by JOHN BAIRD, to establish an eligibility list for INSTRUCTIONAL ASSISTANT SpEd(Severe), SR-36, Open/Promotional, six months eligibility.
Motion unanimously carried.
- C. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list SCHOOL BUS ATTENDANT, SR-36, Open/Promotional-Dual Certification, six months eligibility.
Motion unanimously carried.
- D. It was moved by TERRY KING, seconded by JOHN BAIRD, to establish an eligibility list for ADMINISTRATIVE SECRETARY, SR-36, Open/Promotional, six months eligibility.
Motion unanimously carried.

6. ELIGIBILITY LISTS TO BE APPROVED

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

- A. ADMINISTRATIVE SECRETARY, SR-40, Promotional Only, six months eligibility from 7/29/15.
- B. INSTRUCTIONAL ASSISTANT SpEd(Non Severe), SR-34, Open/Promotional-Dual Certification, six months eligibility from 8/05/15.
- C. SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 8/06/15.
- D. ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility from 8/13/15.
- E. RECEPTIONIST BILINGUAL (Spanish), SR-33, Open/Promotional-Dual Certification, six months eligibility from 8/24/15.
Motion unanimously carried.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. The Vacant Positions report dated 9/08/15 was submitted.
- B. The Personnel List dated 8/20/15 was submitted as information.
- C. Welcome New Director Dixon
- D. Farewell Interim Director Welser

8. CORRESPONDENCE

None

9. 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 welcomes Susan Dixon, as Director of Classified Personnel.
- C. Public Comments- Scott Hendries thanked Jean Welser for her support as Interim Director of Classified Personnel during the past six weeks.

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled October 20, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

11. CLOSED SESSION

The Commission convened to Closed Session at 4:25 PM to discuss evaluation objectives for the Director of Classified Personnel.

12. ADJOURNMENT

The meeting adjourned at 4:37 PM.