

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

**Regular Meeting Minutes**

4:00 P.M., November 16, 2016  
675 Balour Drive, Encinitas, CA 92024  
Oak Crest Middle School Learning Commons

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by JOHN BAIRD, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Matt Colwell

Sheila Graciano

Delores Perley

Tina Peterson

Cindy Skeber

3. APPROVAL OF AGENDA FOR THE NOVEMBER 16, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the agenda for the November 16, 2016, Personnel Commission Regular Meeting.

*Passed unanimously*

4. APPROVAL OF THE MINUTES FOR THE OCTOBER 25, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the October 25, 2016, Personnel Commission Regular Meeting.

*Passed unanimously*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Promotional Only, six months eligibility.

*Passed unanimously*

B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for DIRECTOR OF PLANNING SERVICES, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, six months eligibility.

*Passed unanimously*

- C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CONSTRUCTION PROJECTS MANAGER II, Management Salary Group 5, Range 3, Open/Promotional-Dual Certification, six months eligibility.  
*Passed unanimously*
- D. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.  
*Passed unanimously*
- E. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for NUTRITION SERVICES TRANSPORTER I, SR-27, Open/Promotional, six months eligibility.  
*Passed unanimously*
- F. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION(SEVERE), SR-36, Open/Promotional, continuous filing.  
*Passed unanimously*

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, from 10/21/16.  
*Passed unanimously*  
It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for NUTRITION SERVICES TRANSPORTER I, SR-27, Open/Promotional, from 11/02/16.  
*Passed unanimously*
- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the corrected Eligibility List for RECEPTIONIST, SR-32, Open/Promotional, from 9/08/16.  
*Passed unanimously*

7. CLASSIFICATION REVIEW REPORTS

- A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve class description revisions for Director of Planning Services as shown in the attached supplements.  
*Passed unanimously*
- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the out-of-class stipend for the Chief Financial Officer as shown in the attached supplements.  
The Director of Classified Personnel provided an overview of the duties the Chief Financial Officer is performing that are outside of the scope of work for the classification as well as the method used to determine the recommended rate of pay for the out of class compensation. The discussion of this agenda item included public comment from District employee, Sheila Graciano, Senior Buyer, regarding concerns with equality of paying stipends to administrators. Subsequent discussion resulted in direction from the Commission for the Director of Classified Personnel to meet with the CSEA Chapter President to ensure that out of class compensation for bargaining unit members is in compliance with provisions of the Education Code and the bargaining unit agreement. In addition, the Director is to meet with staff from the Risk Management Department to address concerns that were expressed at this meeting regarding inconsistencies in out of class assignments between departments and employee classification (e.g. Management/Supervisory/Bargaining Unit).  
Ayes: King, Spirit  
Noes: Baird  
*Motion passed by 2-1 vote*

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

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Personnel List Report

9. CORRESPONDENCE

None

12. 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 – None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 13, 2016, at 3:30 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT

The Personnel Commission meeting adjourned at 5:02 p.m.