

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

Regular Meeting Minutes

4:00 P.M., May 10, 2016
675 Balour Drive, Encinitas, CA 92024
Learning Commons - Oak Crest Middle School

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 4:13 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
Scott Hendries
Tina Peterson
Gail Thomsen

3. APPROVAL OF AGENDA FOR THE MAY 10, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the amended agenda for the May 10, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

4. APPROVAL OF THE MINUTES FOR THE APRIL 12, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the minutes for the April 12, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

ACTION ITEMS

5. ELIGIBILITY LIST TO BE ESTABLISHED

A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for LEARNING COMMONS TECHNICIAN, SR-40, Promotional Only, six months eligibility.

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 SKILLED MAINTENANCE WORKER, SR-49, Promotional Only, eligibility from 4/11/16.

Passed unanimously.

B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 4/27/16.

Passed unanimously.

7. CLASSIFICATION REVIEW, Maintenance Worker II Salary Survey Information

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to retain the current salary allocation of Range 40 for Maintenance Worker II.

Passed unanimously.

8. APPROVAL OF CLASS DESCRIPTION REVISION, Skilled Maintenance Worker

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve class description revisions for the Skilled Maintenance Worker classification, as shown in the attached supplements.

Passed unanimously.

9. PROPOSED 2016-17 PERSONNEL COMMISSION BUDGET

A. Open Public Hearing

B. Call for Public Comment

C. Close Public Hearing

D. Approval of 2016-17 Proposed Personnel Commission Budget

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, that the 2016-17 Personnel Commission Budget be approved as proposed.

Passed unanimously.

10. APPOINTMENT OF EMPLOYEE, Employee #524164

After some discussion, it was determined that the appropriate remedy to be taken, given the error that occurred in adhering to the provisions of the California Education Code and the Rules & Regulations for the Classified Service, is an observation and assessment in the classroom setting as the means to certify the employee's qualifications for the classification.

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

A. Vacancy Report

B. Employment Listing Report

12. CORRESPONDENCE – None

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 – None

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 14, 2016, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

15. ADJOURNMENT

Personnel Commission meeting adjourned at 5:30 P.M.