

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

Regular Meeting Minutes

4:00 P.M., June 14, 2016
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 4:00 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

Guests

Carmen Blum

Scott Hendries

Debbie Johnson

3. APPROVAL OF AGENDA FOR THE JUNE 14, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the agenda for the June 14, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

4. APPROVAL OF THE MINUTES FOR THE MAY 10, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the minutes for the May 10, 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 DIRECTOR OF PURCHASING AND RISK MANAGEMENT, Management Salary-Group 5, Range 4, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously.

B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT Sp Ed (Severe) SR-36, Open/Promotional, six months eligibility.

Passed unanimously.

- C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for SECRETARY, SR-36, Open/Promotional, 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 LEARNING COMMONS TECHNICIAN, SR-40, Promotional Only, eligibility from 5/20/16.
Passed unanimously.
- B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe) SR-36, Promotional Only.
Passed unanimously.
- C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention) SR-36, Open/Promotional-Dual Certification, six months eligibility from 5/26/16.
Passed unanimously.

7. CLASSIFICATION REVISIONS

- A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve class description revisions for the Director of Purchasing and Risk Management classification as shown in the attached supplements.
Passed unanimously.

John Baird requested that under the "Overall Job Purpose Statement" section of the job description the word "quotations" be changed to "quotes". Susan Dixon will make the revision.

- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions for the Loss Control Analyst classification as shown in the attached supplements.
Passed unanimously.

8. CLASSIFICATION REVIEW, Campus Supervisor-Middle School and Campus Supervisor-High School

- A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve establishment of a new classification of Campus Supervisor, allocated to Range 32 of the Classified Salary Schedule.
Passed unanimously.

Scott Hendries asked for clarification regarding the job requirements that include a pre-employment proficiency test, valid First Aid and Adult CPR, and Campus Supervisor training such as Crisis Prevention Training (CPI), school lock-down procedures, and other ongoing job-related trainings. Susan Dixon explained that First Aid and CPR certificates have been an ongoing requirement of incumbents in the Campus Supervisor classifications and that the District monitors these certificates and offers classes to employees to maintain this certification. Additional trainings in other areas are provided by the District as part of continuing education/training as needed.

In response to an inquiry from Carmen Blum regarding the need for more training, Ms. Dixon explained that several incumbents elected to work additional days to attend a CPI training offered by the District and she is looking into a Campus Supervisor training offered through Poway Adult School.

- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve abolishment of the existing classifications of Campus Supervisor-Middle School and Campus Supervisor-High School.
Passed unanimously.

Mr. Hendries requested confirmation that the existing seniority of the incumbents from both classifications would be merged into one seniority list and that subsequent hires would be placed on the list according to their entry date in the new job classification. Ms. Dixon confirmed that this is a provision specified in the District's *Rules & Regulations for the Classified Service*.

- C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to reclassify employees currently classified as Campus Supervisor-Middle School and Campus Supervisor-High School to the classification of Campus Supervisor.
Passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing Report

10. CORRESPONDENCE – None

11. 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

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, July 12, 2016, at 4 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

Personnel Commission meeting adjourned at 4:23 p.m.