

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

**Regular Meeting Minutes**

3:30 P.M., March 14, 2017  
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 3:30 p.m. by TERRY KING, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner King.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Laura August

Carmen Blum

Matthew Colwell

Debbie Johnson

Pandora Johnson

3. APPROVAL OF AGENDA FOR THE MARCH 14, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the March 14, 2017, Personnel Commission Regular Meeting.

*Passed unanimously*

4. APPROVAL OF THE MINUTES FOR THE FEBRUARY 14, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the February 14, 2017, Personnel Commission Regular Meeting.

*Passed unanimously*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Open/Promotional, six months eligibility.

*Passed unanimously*

B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD PATRICIA SPIRIT, to establish an Eligibility List for ACCOUNTING SPECIALIST, SR-52, Open/Promotional-Dual Certification, six months eligibility.

*Passed unanimously*

C. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for FACILITIES PLANNING ANALYST, SR-62, Open/Promotional-Dual Certification, six months eligibility.

*Passed unanimously*

D. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, six months eligibility.

*Passed unanimously*

E. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT-HS, SR-44, Open/Promotional, six months eligibility.

*Passed unanimously*

F. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD PATRICIA SPIRIT, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Open/Promotional, six months eligibility.

*Passed unanimously*

G. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, six months eligibility.

*Passed unanimously*

H. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for LEARNING COMMONS TECHNICIAN, SR-40, Open/Promotional-Dual Certification, six months eligibility.

*Passed unanimously*

## 6. JOB DESCRIPTION UPDATES

### A. Nutrition Services Assistants

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve class description revisions for Nutrition Services Assistant I.

*Passed unanimously*

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve class description revisions for Nutrition Services Assistant II.

*Passed unanimously*

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve class description revisions for Nutrition Services Assistant III.

*Passed unanimously*

Director Dixon explained that this is a standard job description update for Nutrition Services Assistants I, II and III, not a job review based on a classification review request. She is continuing to monitor the Nutrition Services Department as a result of staffing changes and will report out if any additional changes or classifications are recommended as a result of those changes.

### B. Human Resources Information Systems Support Analyst

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve class description revisions for Human Resources Information Systems Support Analyst.

*Passed unanimously*

## 7. CLASSIFICATION REVIEWS

### A. Health Technician

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve class description revisions for Health Technician.

*Did not pass*

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to TABLE to next month the class description revisions and retention of Range 35 of the Classified Salary Schedule as the salary allocation for the classification of Health Technician.

*Passed unanimously*

Director Dixon presented the standard comparison districts' salary information that shows that San Dieguito UHSD pays the highest of all comparison districts.

Pandora Johnson, Health Technician, stated she works directly with students, involves counselors and principals and handles bloodborne pathogens.

Laura August, Health Technician, commented she is disappointed there has been no salary reallocation upwards and asks that the salary allocation upwards be considered based on both the position itself (its own merit) as well as internal equity with the Secretary classification, SR 36.

Carmen Blum, Translator, mentioned with only two district nurses, the Health Technicians need knowledge of autism and seizures. She thinks the salary needs to increase.

Matt Colwell, Network Technician and CSEA President, stated that his intention was to abstain from voting on the salary allocation as a member of the Classifications Advisory Committee and leave the decision to the Commissioners.

Director Dixon explained that the salary recommendation is based on market data of like positions. Commissioner Baird brought up several areas in which he had concerns including: comparison job descriptions, the Fair Pay Act – SB358, use of walkie-talkies and working out of classification. Director Dixon stated that she had no information that would suggest employees were working out of classification and that the comparisons were reviewed to ensure they are valid. Terry King asked Susan to provide job descriptions from our comparison districts at the next monthly meeting. It was agreed that additional information would be researched and presented at the next meeting.

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

##### **8. STAFF COMMENTS ON PERSONNEL ACTIVITIES**

The Personnel Commissioners' packets included for review and discussion:

A. Vacancy Report

##### **9. CORRESPONDENCE**

None

##### **10. 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 – Carmen Blum mentioned the Employee of the Year program. Director Dixon commented that Kathy Potter and Lesley Rhodes were the District Office employees chosen this year and Bridget Sabin the overall District choice for the county competition. Bridget has contributed much to San Dieguito HS Academy students and the school community. The May 9, 2017 Personnel Commission meeting will honor Employees of the Year.

B. San Dieguito Union High School District

C. Public – None

##### **11. NEXT PERSONNEL COMMISSION MEETING**

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 11, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

##### **12. ADJOURNMENT**

The Personnel Commission meeting adjourned at 4:50 p.m.