

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

Regular Meeting Minutes

3:30 P.M., July 20, 2017
710 Encinitas Blvd., Encinitas, CA 92024
District Office Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:33 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

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Agustin Lopez

Jose Castellon

Angel Meneses

Tina Douglas

Tina Peterson

Cindy Frazee

Carmen Romero

Alex Guerrero

Jose Sanchez

April Llamas

Pete Trejo

3. APPROVAL OF AGENDA FOR THE JULY 20, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the July 20, 2017, Personnel Commission Regular Meeting.

Passed unanimously

Prior to voting on approving the agenda, Commissioner Baird initiated a discussion, based on differing understandings at the last commission meeting as to whether a motion can be amended. He stated that he researched this issue and found that the commission does have the ability to amend a motion.

Director Dixon stated that the research she conducted regarding "tabling" an item was consistent with Commissioner Baird's findings.

4. APPROVAL OF THE MINUTES FOR THE JUNE 13, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the June 13, 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 LEARNING COMMONS TECHNICIAN II, SR-42, Promotional Only, six months eligibility.
Passed unanimously
- B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for THEATER TECHNICIAN, SR-41, 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 CUSTODIAN, SR-32, 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 (Severe) SR-36, Open/Promotional, six months eligibility.
Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for GROUNDS/MAINTENANCE WORKER II, SR-39, Open/Promotional, eligibility from 6/7/17.
Passed unanimously
- B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for REGISTRAR, SR-40, Open/Promotional, eligibility from 6/9/17.
Passed unanimously
- C. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for SKILLED MAINTENANCE WORKER, SR-49, Open/Promotional-Dual Certification, eligibility from 6/19/17.
Passed unanimously
- D. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, eligibility from 6/20/17.
Passed unanimously
- E. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT to approve an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, eligibility from 6/22/17.
Passed unanimously

7. APPROVAL OF THE 2016-17 ANNUAL REPORT

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the 2016-17 Annual Report of the Personnel Commission for submission to the Board of Trustees.
Passed unanimously
Commissioner Baird commended the Personnel Commission staff for their efforts on the report and their work for the year. Director Dixon acknowledged the work of Barbara Bass and Kathy Potter. In response to concerns previously expressed by Commissioner Baird as to classification and salary recommendations made over the last year, Director Dixon pointed out that based on the data provided, recommendations did not adversely impact any one group of employees. Commissioner King commended the Personnel Commission staff and the Classification Advisory Committee on their efforts and very good work to serve classified employees.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. "TABLING" OF AN AGENDA ITEM

A report was provided which outlined the language to be used when a commissioner believes postponement of a vote on a motion may be in order.

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

10. CORRESPONDENCE

A. 2017-18 Budget Approval from the San Diego County Office of Education

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 – April Llamas is working with the Grounds and Custodial employees on several issues.

B. San Dieguito Union High School District – Director Dixon introduced Cindy Frazee, Associate Superintendent, Human Resources and shared that she is a wonderful addition to the District. Tina Peterson thanked staff and CSEA for maintaining a positive and professional relationship in the District.

C. Public – Carmen Blum thanked the commissioners and staff for their service. She expressed concern regarding the availability of training for grounds and custodial employees and hopes the commission can find a way to see that they are being treated fairly under the merit principles.

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, August 8, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

The Personnel Commission meeting adjourned at 4:01 p.m.