

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

Regular Meeting Minutes

710 Encinitas Blvd., Encinitas, CA 92024
San Dieguito Union High School District Office - Board Room

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

Barbara Bass, Human Resources Analyst

Guests

Carmen Blum

Tina Peterson

3. APPROVAL OF AGENDA FOR THE OCTOBER 10, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the agenda for the October 10, 2017, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE SEPTEMBER 7, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the minutes for the September 7, 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 ACCOUNTING SPECIALIST, SR-52, Open/Promotional-Dual Certification, six months eligibility.

B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for SECRETARY SR-36, Open/Promotional-Dual Certification, six months eligibility.

Both 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 MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, eligibility from 8/29/17.

B. 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 8/14/17.

Both passed unanimously

C. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT to approve an Eligibility List for INSTRUCTIONAL ASSISTANT, SpEd (Severe), SR-36, Open/Promotional, eligibility from 8/24/17.

Passed unanimously

D. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 8/24/17.

Passed unanimously

7. RULE 6.3 AND 6.4 REVISION-Second Read

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve revisions of Rule 6.3 and Rule 6.4 of the Rules and Regulations for the Classified Service.

Passed unanimously

Director Dixon summarized to clarify that the rule includes any increase in hours, and does not need to be an eight hour day.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Susan Dixon explained that many selections were made this week. She is also attending our schools' Back to School Night programs to spread the word of our need for Classified Substitute employees.

9. CORRESPONDENCE

Commissioner King applauded Susan Dixon on the format of the most recent Newsletter that included many employee photos.

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 – April Llamas said she loved the Newsletter and is glad the Commission is updating rules as necessary.

B. San Dieguito Union High School District – None

C. Public – None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 10, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

The Personnel Commission meeting adjourned to closed session at 3:51 pm.

13. CLOSED SESSION