

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

Regular Meeting Minutes

3:30 P.M., June 12, 2018

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 JOHN BAIRD. As Vice-Chair, Commissioner Baird chaired the meeting.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

Kamran Azimzadeh

John Baird

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Matt Colwell

Nathan Molina

Tina Peterson

Meredith Wadley

Following the pledge, Commissioner Azimzadeh announced that he will no longer be able to serve as a commissioner due to his upcoming move outside of the San Dieguito UHSD boundaries.

3. APPROVAL OF THE AGENDA FOR THE JUNE 12, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the agenda for the June 12, 2018, Personnel Commission Regular Meeting with the following modification: pull item #7 from today's agenda and bring it back at the July 12, 2018 (10:00 a.m.) meeting. This modification was made as a result of an error in properly disseminating the agenda to classified employees. The determination to place the item on next month's regular agenda was made after a discussion as to how to proceed with presenting the item in a timely manner considering there will not be a quorum in July. Commissioner Azimzadeh offered to return for the July meeting provided the date is moved from July 10 to July 12, 2018. Further discussion resulted in a decision to start the July 12, 2018 meeting at 10:00 a.m.

Passed unanimously with modification

4. APPROVAL OF THE MINUTES FOR THE MAY 8, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve the minutes for the May 8, 2018, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to establish an Eligibility List for GROUNDS MAINTENANCE WORKER II, SR-39, Open/Promotional, six months eligibility.
- B. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.
- C. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to establish an Eligibility List for CONSTRUCTION PROJECT MANAGER I, Management Salary Group 5, Range 9, Open/Promotional-Dual Certification, six months eligibility.

All passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, eligibility from 5/30/18.
- B. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for DIRECTOR OF NUTRITION SERVICES, Management Salary Group 5, Range 4, Open/Promotional-Dual Certification, eligibility from 5/31/18.

Both passed unanimously

7. CLASSIFICATION REVIEW – This item was pulled from the agenda; it will be placed on the July 12, 2018 meeting agenda.

- A. Motion by _____, second by _____, to approve class description revisions for Job Placement Assistant as proposed.
- B. Motion by _____, second by _____, to reallocate the salary from Range 35 to Range 37 of the Classified Salary Schedule.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other

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 –Matt Colwell thanked the Classified Personnel staff for work on recruitments during this busy time of year. He shared that CSEA has reached a tentative agreement that matches the percentage increase that other units received. Carmen Blum asked if Job Placement Assistants can attend the bus driver training discussed earlier. Director Dixon will work with the transportation department to see if van training can be offered. Ms. Blum also informed the commission that an employee disciplinary issue may be brought to the commission. There was discussion regarding the timing of hearing an appeal given that there are currently two vacancies on the

commission. Commissioner Baird strongly recommended that the District not implement the discipline until after the hearing. Director Dixon stated she will share that with the District.

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 Thursday, July 12, 2018, at 10:00 a.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNED TO CLOSED SESSION- 4:08 p.m.

13. ADJOURNMENT – 4:45 p.m.