

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

Regular Meeting

4:00 P.M., January 13, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please complete a "Request to Address the Personnel Commission" slip located at the sign-in table and present it to Personnel Commission staff prior to the start of the meeting. When the Personnel Commission Chair invites you to speak, please state your name, address, and the name of your organization before making your presentation. In the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

Persons wishing to address the Personnel Commission on any Commission-related issue not elsewhere on the agenda are invited to do so when the Commission calls for "Public Comments" under that item of the agenda. Please follow the same directions (above) for speaking to agenda items. Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS:

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review in the Classified Personnel Office between 8:00 AM and 4:30 PM, and is available on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

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

Regular Meeting

4:00 P.M., January 13, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER Commission Chair
2. PLEDGE OF ALLEGIANCE
3. Approval of the Agenda for the January 13, 2015, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the January 13, 2015 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the December 16, 2014, Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the December 16, 2014 Regular Personnel Commission meeting.

Note: The Minutes for the January 6, 2015, Personnel Commission Special Meeting will be brought forward for approval at the next meeting of the Personnel Commission.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, seconded by _____, to establish an Eligibility List for NUTRITION SERVICES ASSISTANT TRANSPORTER I, SR-27, Promotional, six months eligibility.

DISCUSSION/INFORMATION ITEMS (See Supplements)

6. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Recruitment Update
 - B. Vacancy Report
 - C. Employment Listing (None to report)
 - D. Revisions of the Personnel Commission Rules and Regulations
7. CORRESPONDENCE
8. 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
- B. San Dieguito Union High School District
- C. Public Comments

9. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 10, 2015, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

10. CLOSED SESSION (As Required)

Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or session).

Evaluation of the Director

11. REPORT FROM CLOSED SESSION (As Necessary)

12. ADJOURNMENT

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

Regular Meeting Minutes

4:00 P.M., December 16, 2014
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 David Holmerud, Commission Vice-Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Holmerud.

Members in Attendance

John Baird
David Holmerud
Terry King

Staff in Attendance

Corrie Amador, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Laura August, Classified Employee
Carmen Blum, Classified Employee
Adan Cervantes, Classified Employee
Donna Compton, Classified Employee
Aurelia Correa
Teresa Correa, Classified Employee
Francisco Flores, Classified Employee
Alex Guerrero, Classified Employee
Scott Hendries, CSEA Labor Relations Representative
April Llamas, Classified Employee
Agustin Lopez, Classified Employee
Carlos Magana, Classified Employee
Torrie Norton, Associate Superintendent Human Resources
Delores Perley, Executive Director of Finance
Tina Peterson, Director of Human Resources
Leah Ryan-Sonnich, Classified Employee
Ron Tackett
Bruce Wilkinson, Classified Employee

3. OATH OF ALLEGIANCE AND WELCOME NEW COMMISSIONER

Director Amador administered the Oath of Allegiance and welcomed new Commissioner, Mrs. Terry King. Commissioner King expressed her gratitude for the opportunity to serve the district in this capacity.

4. APPROVAL OF AGENDA FOR THE DECEMBER 16, 2014, PERSONNEL COMMISSION REGULAR MEETING.

Motion by JOHN BAIRD, second by TERRY KING, to approve the agenda for the December 16, 2014, Personnel Commission Regular Meeting.
Passed unanimously.

5. APPROVAL OF THE *REVISED* MINUTES FOR THE OCTOBER 21, 2014, PERSONNEL COMMISSION WORKSHOP.

Motion by JOHN BAIRD, second by DAVID HOLMERUD, to approve the revised minutes for the October 21, 2014, Personnel Commission Workshop.

Ayes – Baird, Holmerud

Noes – 0

Abstain – King

6. APPROVAL OF THE MINUTES FOR THE NOVEMBER 18, 2014, PERSONNEL COMMISSION REGULAR MEETING.

Motion by JOHN BAIRD, second by DAVID HOLMERUD, to approve the minutes as revised at the meeting for the November 18, 2014, Personnel Commission Regular Meeting.

Ayes – Baird, Holmerud

Noes – 0

Abstain – King

7. ORGANIZATION OF THE PERSONNEL COMMISSION

A. Election of Chair for the Personnel Commission

Motion by TERRY KING, second by DAVID HOLMERUD, that David Holmerud be nominated as Chair of the Personnel Commission for 2015.

Discussion: Commissioner Baird expressed concern regarding the Chair being present at the meetings. Commissioner Holmerud clarified the Vice Chair is responsible to run the meeting in the absence of the Chair.

Passed unanimously.

Motion by TERRY KING, second by JOHN BAIRD, that nominations close. Commissioner Holmerud is elected as Chair of the Personnel Commission for 2015.

Passed unanimously.

B. Election of Vice-Chair for the Personnel Commission

Motion by DAVID HOLMERUD, second by TERRY KING, that John Baird be nominated as Vice-Chair of the Personnel Commission for 2015.

Passed unanimously.

Motion by TERRY KING, second by JOHN BAIRD, that nominations close. Commissioner Baird is elected as Vice-Chair of the Personnel Commission for 2015.

Passed unanimously.

C. Approve 2015 Calendar of Personnel Commission Meeting Dates and Times

Motion by JOHN BAIRD, seconded by TERRY KING, to approve the schedule for the regular meetings of the Personnel Commission for 2015 as listed on the attached supplement, "Personnel Commission Meeting Schedule, 2015," to be held at 4:00 P.M. in the District Office Board Room #101.

Discussion: Commissioner Baird expressed his concern that meetings be held the second Tuesday of the month so that staff may depend on the schedule and participate. Two dates are scheduled for Tuesdays other than the second Tuesday of the month in order to accommodate a potential work conflict for Commissioner Holmerud. All Commissioners agreed with the need to have a set schedule.

Passed unanimously.

ACTION ITEMS

8. CLASSIFICATION – Human Resources Information Systems Support Analyst

Motion by TERRY KING, seconded by DAVID HOLMERUD, to approve the revisions to the class description for Human Resources Information Systems Support Analyst.

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
- C. Rules Revision Committee Update

Director Amador reported that CSEA has elected not to participate at this time. This item will be placed on the agenda as discussion for the regular meeting in January.

10. CORRESPONDENCE

Mr. Scott Hendries, CSEA Labor Relations Representative submitted an email and letter of correspondence regarding the termination of a probationary classified employee and the involvement of the Director of Classified Personnel. Mr. Scott Hendries stated that CSEA's concern is that current rules be upheld and applied. CSEA contends it is inappropriate for the Director of Classified Personnel to participate in investigations, and further contends probationary employees are entitled to due process as per Rule 13.1 through 13.2. CSEA requests the probationary employee recently released be reinstated and given due process rights.

Mr. Alex Guerrero, CSEA Grievance Chair, addressed the Commissioners. He stated the probationary employee was not granted CSEA representation in the first meeting with the Supervisor.

Ms. Donna Compton, Secretary for CSEA Executive Board, addressed the Commissioners. She requested the Commissioners require the investigation be redone, and questioned why the five steps of discipline were not conducted before the probationary employee was dismissed.

Ms. Teresa Correa, Classified employee of the district, addressed the Commissioners. She expressed that she had constant support and meetings with administration during her probationary period. Further, she expressed that Aurelia had not received this same opportunity.

Commissioner Baird stated his concern the Director was involved in investigatory meetings. He further stated that Skelly meetings must be conducted by a person who has authority to stop the investigation and determine that no discipline will occur; therefore, this process must be conducted by a district employee. He stated concern about the neutrality of the Personnel Commission. Commissioner Baird believes the Rules are clear the probationary employee is entitled to provisions in Chapter 13 with the

exception of an appeal before the Commission. In addition, he stated the probationary employee should be reinstated, and the District required to provide the employee with their rights as outlined in the Rules to have a hearing before the Superintendent.

Commissioner King informed the Commission that the former Director of Classified Personnel did conduct investigations without making a decision about the discipline imposed. She stated that separate from the issue of the Director's involvement, she believes there is clumsiness or ambiguity in the Rules, but that Education Code does not afford the probationary employee Skelly Rights. Commissioner King responded to Mr. Guerrero that an employee who was not allowed to have a union representative is a grievance issue, not a Personnel Commission issue. She responded to Ms. Compton's comment regarding steps in discipline process that the steps are essential, but may have been skipped depending on the severity of the issue.

Commissioner Holmerud commented on the intent to review the procedural issues raised by CSEA. He explained the Commission could not make any decisions on the issues at the meeting since it was not agendized as an action item.

Commissioner Baird disagreed with Commissioner King regarding the right of probationary employees to have due process rights. He stated the Rules state the probationary employee has rights up to an appeal before the Commission.

Commissioner Holmerud requested the Director prepare a report for the Commission outlining the steps that were taken as well as information related to Rule 8.2, 13.1 and 13.2 and the definition of Regular Employee as defined in Chapter 1. He thanked the employees for coming to the meeting and raising their concerns and reiterated no action would be taken at the meeting.

Commissioner Baird moved and it was seconded by Commissioner King to schedule a Special Meeting on Tuesday, January 6, 2015, at 4:00 PM in the District Board room to hear additional information regarding the Director's involvement in the dismissal of a probationary employee and to consider further action as appropriate.

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 – Scott Hendries wished everyone “Happy Holidays” and welcomed Mrs. Terry King as the new Personnel Commissioner.

B. San Dieguito Union High School District – Torrie Norton welcomed Mrs. Terry King as Personnel Commissioner.

C. Public Comments – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 13, 2015, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

Personnel Commission meeting adjourned at 5:18 P.M.



Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
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Classified Personnel Commission
John Baird, Commissioner
David Holmerud, Commissioner
Terry King, Commissioner
Corrie Amador, Director

January 13, 2015

TO: Personnel Commission
FROM: Corrie Amador
Director of Classified Personnel
SUBJECT: **Agenda Item #6 – Staff Comments on Personnel Activities**

A. Recruitment Update

The following recruitment bulletins have been posted:

Classification	Open Date	Closing Date
Grounds Maintenance Worker /Applicator	12/3/15	1/23/15 (extended)
Nutrition Services Transporter I	12/15/14	12/23/14
Human Resources Information Systems Support Analyst	12/18/14	1/14/15
School Bus Driver	12/19/14	1/15/15
Health Technician	1/8/15	1/30/15

B. Vacancy Report

There are 6 vacancies in 5 different classifications as detailed in the attached "Vacant Positions 1/08/15" report.

C. Employment Listings

There is no report at this time.

D. Revision of the Personnel Commission Rules and Regulations

Following the October Workshop, it was recommended a Rules Revision Committee be established made up of representatives from each employee group in the classified service. On December 11, 2014, CSEA informed the Director they do not wish to participate in the committee. Since the Commission has directed the Director to begin the process of reviewing the Rules and Regulations, the task will be completed following the traditional steps outlined in 1.1.D.

The Personnel Commission is responsible to prescribe "such rules as may be necessary to insure the efficiency of the service, and the selection and retention of employees upon a basis of merit and fitness." In order to begin the process of updating the Rules, Commission staff will utilize resources such as the model rules prepared by California School Personnel Commissioners Association to prepare proposals.

The process outlined in the Rules is for a draft to be created and submitted to the Commission as a "first read" with opportunity for interested persons or organizations to provide comment and recommendations. The proposal (or modified proposal) would then be brought to the next meeting for the Commission to adopt.

Proposed drafts may come in the form of complete Chapter revisions or may need to come in smaller sections based on the level of changes being recommended. This project will likely take more than a year to complete to allow for research, discussion, and to follow the procedures for adoption. As the Rules pertain to all employees in the classified service, the Director will solicit input from all interested parties, and will encourage employees and district leadership to attend the meetings and participate in the revision process.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANT POSITIONS 1/08/15

Prepared for 1/13/15 Personnel Commission Meeting

Classified Personnel

6 current/pending vacancies in 5 different job classifications

Classes	Count	SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
1	1	FAC	AE792	Grounds Maintenance Worker/Applicator	40	1.00	Recruitment closes 1/23/15
2	2	SDA Café	AI750	Nutrition Services Assistant Transporter I	10	0.20	Selection week of 1/20/15
3	3	DO	AI669	HR Info Systems Analyst	40	1.00	Recruitment to close 1/14/15
4	4	EW	AE422	Health Technician	19.5	0.49	Recruitment to open 1/08/15
5	5	TRANS	AJ471	School Bus Driver	20	0.50	Recruitment to close 1/15/15
6	6	TRANS	AJ472	School Bus Driver	20	0.50	Recruitment to close 1/15/15