

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

Regular Meeting Agenda

3:30 P.M., February 12, 2019

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office – Tech Training Room #206

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the February 12, 2019, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the February 12, 2019 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the January 22, 2019 Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the minutes for the January 22, 2019 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, eligibility from 2/05/19.
 - B. Motion by _____, second by _____, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, eligibility from 1/17/19.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. EMPLOYEE COMPLAINT PROCEDURE/LIBERTY INTEREST HEARINGS
8. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List Report
 - C. Other
9. CORRESPONDENCE
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
- B. San Dieguito Union High School District
- C. Public

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 12, 2019, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

12. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., January 22, 2019

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 3:32 p.m. by JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

3. APPROVAL OF THE AGENDA FOR THE JANUARY 22, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the January 22, 2019, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE DECEMBER 18, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the December 18, 2018, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for DIRECTOR OF FISCAL SERVICES, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, eligibility from 12/13/18.
Passed unanimously
- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for EXECUTIVE ASSISTANT, Confidential Salary Range 1, Open/Promotional-Dual Certification, eligibility from 1/15/19.
Passed unanimously following some discussion regarding ties on the eligibility list

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

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

Director Dixon requested that she be given more specific direction as to a future agenda item requested at the January special meeting. It was agreed that the February agenda would include a discussion item on Employee Complaint Procedure/Liberty Interest Hearings.

8. CORRESPONDENCE- None

9. 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 stated she had not been in contact with Matt Colwell, nor April Llamas, and has nothing to report.
- B. San Dieguito Union High School District - None
- C. Public – Carmen Blum completed a Request to Address the PC regarding Chapter 13 (Disciplinary Action & Appeal) of the Rules & Regulations for the Classified Service. Specifically, she suggested that 1.a. be revised to be clearer. Ms. Blum provided the model rules used by CSPCA and suggested that the PC revise the rules to better differentiate the various items listed in 1.a. There was discussion among the commissioners as to how to best phrase the items including separating 1.a. into individual letters. Director Dixon stated that the standard process she has used is to meet with CSEA leadership and District leadership when drafting rule revisions so that when a revision is brought to the PC it has been discussed with all parties it will affect. As such, she will bring the item to her next regularly scheduled meeting with Matt Colwell and Cindy Frazee and share with them the ideas that were discussed and then bring it back to the PC.

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 12, 2019, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

11. ADJOURNED – 4:20 PM

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional Dual Certification**

Maintenance Worker II

**Effective Date: 2/5/19
Expiration Date: 8/5/19**

Rank	Applicant ID
1	2691942
1	2245822
2	2946104
3	3292685
4	3302756

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional-Dual Certification**

Accounting Technician

**Effective: 1/17/19
Expiration: 7/17/19**

Rank	Applicant ID
1	2579693
2	2518544

S. Dixon

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 2/07/19

Classified Personnel

8 current/pending vacancies in 7 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
DO	AA000	Accounting Assistant	40	1.00	Selection interview February 11, 2019
TRANS	AI895	School Bus Driver	20	0.50	Continuous recruitment
TRANS	AA498	School Bus Driver	20	0.50	Continuous recruitment
LCC	AA130	Custodian	40	1.00	Selection interview February 2019
SDA	AA417	Instructional Assistant SpEd Non-Severe	19.5	0.49	Selection interview February 2019
ATP	AJ180	Instructional Assistant SpEd Severe	27.5	0.69	Selection interview February 2019
MO	AH698	Maintenance Worker II	40	1.00	Selection interview February 8, 2019
DG	AA345	Health Technician	30	0.75	Selection interview February 2019

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2018-19 school year per attached supplement through 06/30/19.
2. **Classified Substitutes**, per attached supplement.
3. **Coaches**, employment for the 2018-19 school year per attached supplement through 06/30/19.
4. **Classified A.V.I.D. Tutors**, employment for the 2018-19 school year per attached supplement through 06/30/19.
5. **Campbell, Dawn**, Director of Fiscal Services, Management G5,R2, 100.00% FTE, District Office-Finance Department, effective 01/07/19.
6. **Kelly, Debra**, Director of Purchasing, G5,R10, 100.00% FTE, District Office-Purchasing Department, effective 01/07/19.
7. **Maskevich, Jonathan**, Campus Supervisor, SR32, 100.00% FTE, San Dieguito High School Academy, effective 01/07/19.
8. **Shine, Debra**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 01/07/19.
9. **Swanson, Robert**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 12/17/18.

Resignation

1. **Boyce, James**, Maintenance Worker II, SR40, 100.00% FTE, Facilities Department, resignation for the purpose of retirement, effective 12/28/18.
2. **Davis, Lisa**, Health Technician, SR35, 75.00 % FTE, Diegueno Middle School, resignation for the purpose of retirement, effective 02/28/19.

sj
01/17/19
classbdagenda

Classified Personnel Supplement, January 17, 2019

A.V.I.D. Tutor

Hargraves, Summer, effective 12/10/2018

Classified Artist in Residence

Jennings, Troy, San Dieguito High School Academy, Music with Jeremy Wuertz,
effective 11/30/2018

Johnson, Robert, Torrey Pines High School, Music with Amy Gelb, effective 12/11/2018

Classified Substitutes

Byrd, Diane, effective 11/28/2018

Siasoco, Randolff, effective 12/05/2018

Coaches

TP – Walk-on

Arnett, Taylor, Girls Water Polo, Varsity Assistant, Torrey Pines High School, Winter
Season, effective 10/17/18