

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

Regular Meeting Minutes

1:00 P.M., August 11, 2015
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 1:07 P.M. by David Holmerud, Commission 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

Jean Welser, Interim Director
Kathy Potter, Human Resources Technician

Guests

Matt Colwell
Scott Hendries

3. Approval of the Agenda for the August 11, 2015, Personnel Commission Regular Meeting.
It was moved by JOHN BAIRD, second by TERRY KING, to move the order of business on the Agenda, TABLE Item 4 until later in the meeting (Approval of Eligibility List), and to conduct Action Items 7-13 prior to closed session. *Motion unanimously carried.*

ACTION ITEMS

4. Approval of the Minutes for the July 14, 2015, Personnel Commission Regular Meeting.
It was moved by JOHN BAIRD, second by TERRY KING, to approve the minutes for the July 14, 2015 regular personnel commission meeting.
Motion unanimously carried.
5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. It was moved by TERRY KING, seconded by JOHN BAIRD, to establish an eligibility list for RECEPTIONIST-BILINGUAL(Spanish), SR-33, Open/Promotional-Dual Certification, six months eligibility.
Motion unanimously carried.
 - B. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list SECRETARY, SR-36, Open/Promotional-Dual Certification, six months eligibility.
Motion unanimously carried.

6. ELIGIBILITY LISTS TO BE APPROVED

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve eligibility lists for four classifications:

- A. THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, six months eligibility from 7/20/15.
- B. LEARNING COMMONS TECHNICIAN, SR-40, Open/Promotional-Dual Certification, six months eligibility from 7/21/15.
- C. NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, six months eligibility from 7/23/15.
- D. RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, six months eligibility from 7/24/15.

Motion unanimously carried.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. The Vacant Positions report dated 8/11/15 was submitted.
- B. The Personnel List dated 7/16/15 was submitted as information.
- C. Vacancy on Personnel Commission-Interim Director Welser asked for direction from the Commission on what type of recruitment the Commissioners wanted to have completed. The Commissioners indicated they want a widespread recruitment. Ms. Welser stated we will announce the posting through SDUHSD website and various media in search of a new Personnel Commissioner. Interviews at a Special Meeting will precede the Regular September 8, 2015 Personnel Commission meeting.

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 –
- B. San Dieguito Union High School District –
- C. Public Comments- Scott Hendries inquired on the process when only two ranks exist on an eligibility list. Commissioners asked the Director to research past practice.

10. NEXT PERSONNEL COMMISSION MEETING

It was confirmed September 8, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024. Selection interviews for Personnel Commissioner will be scheduled to precede the regular meeting.

11. APPROVAL OF ELIGIBILITY LIST

Motion by TERRY KING, seconded by DAVID HOLMERUD, to approve an Eligibility List for DIRECTOR OF CLASSIFIED PERSONNEL, Management Salary Schedule 5-2, Open/Promotional – Dual Certification, six months eligibility from 8/06/15.

Ayes: Holmerud, King

Noes: Baird

Motion carried by 2-1 vote.

12. CLOSED SESSION

The Commission convened to Closed Session at 1:52 PM to conduct selection interviews with candidates for Director of Classified Personnel.

13. REPORT OUT FROM CLOSED SESSION

The meeting reconvened to Open Session at 3:55 PM. David Holmerud announced Candidate # 20859080 was selected for Director of Classified Personnel with unanimous decision of the three Commissioners.

14. ADJOURNMENT

The meeting adjourned at 3:56 PM.