

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

Regular Meeting Minutes

4:00 P.M., October 25, 2016
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 4:02 p.m. by JOHN BAIRD, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Ron Tackett

Matt Colwell

Dayne Tsuda

Debbie Johnson

Joel Van Hooser

Tina Peterson

3. APPROVAL OF AGENDA FOR THE OCTOBER 25, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the agenda for the October 25, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

4. APPROVAL OF THE MINUTES FOR THE SEPTEMBER 13, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the minutes for the September 13, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for NUTRITION SERVICES ASSISTANT-TRANSPORTER I, SR-27, Open/Promotional, six months eligibility.

Passed unanimously.

B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CUSTODIAL SUPERVISOR I, Supervisory Range 5, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously.

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, eligibility from 9/8/16.
Passed unanimously.
- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for CONTRACTS ANALYST, SR-62, Open/Promotional, eligibility from 9/19/16.
Passed unanimously.
- C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, eligibility from 9/30/16.
Passed unanimously.
- D. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non-Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 10/3/16.
Passed unanimously.
- E. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe), SR-36, Open/Promotional, eligibility from 10/3/16.
Passed unanimously.
- F. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 9/21/16.
Passed unanimously.
- G. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, eligibility from 9/21/16.
Passed unanimously.
- H. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for CUSTODIAN CREW LEADER, SR-38, Open/Promotional, eligibility from 9/13/16.
Passed unanimously.
- I. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, eligibility from 10/6/16.
Passed unanimously.

7. CLASSIFICATION REVIEW REPORTS

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve retitling the classification of Computer Support Technician to Information Technology (IT) Support Technician as shown in the attached supplements.
Did not pass.
- B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve class description revisions for Computer Support Technician as shown in the attached supplements.
Did not pass.
- C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions for Custodian Crew Leader as shown in the attached supplements.
Passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report – Commissioner Baird commented that vacancies seem very low.
- B. Personnel List Report

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 - President, Matt Colwell, suggested moving the Personnel Commission meeting to an earlier start time than the current meeting time of 4:00 PM, to allow more employees to attend. This will be discussed at the December meeting when the meeting calendar for 2017 is decided.

B. San Dieguito Union High School District – None

C. Public – Prior to the start of the meeting, former employee, Ron Tackett, submitted a request to address the Personnel Commission to speak on Agenda Item 7. Commission Chair Baird requested he speak during the Public Comments portion of the meeting. Mr. Tackett spoke regarding his personal experience when incumbents in the classification of Computer Support Technician were laid off in August 2012.

11. NEXT PERSONNEL COMMISSION MEETING

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to reschedule the Tuesday, November 15, 2016 meeting to Wednesday, November 16, 2016, at 4:00 p.m. A meeting location will be determined.

12. ADJOURNMENT

The Personnel Commission meeting adjourned at 4:52 p.m.