

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

**Regular Meeting Minutes**

3:30 P.M., December 13, 2016  
710 Encinitas Boulevard, Encinitas, CA 92024  
San Dieguito Union High School District Office

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:33 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

Roberta Blank

Sheila Graciano

Debbie Johnson

Tina Peterson

3. APPROVAL OF AGENDA FOR THE DECEMBER 13, 2016, PERSONNEL COMMISSION REGULAR MEETING.

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

*Passed unanimously*

4. APPROVAL OF THE MINUTES FOR THE NOVEMBER 16, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the November 16, 2016, Personnel Commission Regular Meeting.

*Passed unanimously*

**ACTION ITEMS**

5. Approval of the Organization of the Personnel Commission:

A. Election of Chair for the Personnel Commission

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, that TERRY KING be nominated as Chair of the Personnel Commission for 2017.

*Passed unanimously*

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, that nominations be closed. TERRY KING is elected as Chair of the Personnel Commission for 2017.

*Passed unanimously*

B. Election of Vice-Chair for the Personnel Commission

It was moved by TERRY KING, seconded by JOHN BAIRD, that PATRICIA SPIRIT be nominated as Vice-Chair of the Personnel Commission for 2017.

*Passed unanimously*

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, that nominations be closed.

PATRICIA SPIRIT is elected as Vice-Chair of the Personnel Commission for 2017.

*Passed unanimously*

C. Personnel Commission Meeting Dates and Times

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the schedule for the regular meetings of the Personnel Commission for 2017 as listed on the attached supplement, "Personnel Commission Meeting Schedule 2017," to be held at 3:30 P.M. in the District Office Board Room #101.

*Passed with modifications to date and site*

6. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional Dual Certification, six months eligibility.

*Passed unanimously*

7. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Promotional Only, eligibility from 11/17/16.

*Passed unanimously*

B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for DIRECTOR OF PLANNING SERVICES, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, eligibility from 12/05/16.

*Passed unanimously*

C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for CUSTODIAL SUPERVISOR I, Supervisory Range 5, Open/Promotional-Dual Certification, from 11/10/16.

*Passed unanimously*

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

8. FIRST READ: RULE 8.1

Director Dixon presented a first reading of a proposed revision to Rule 8.1 of the Rules and Regulations for Classified Service. Discussion followed and suggestions for modification were made. The commission requested that an attorney review the revised rule to ensure it is legally sound before presenting it for a second reading at next month's meeting.

9. PRESENTATION OF OUT OF CLASS ASSIGNMENTS

Director Dixon provided an overview of factors related to out of class assignments including: bargaining unit agreement language, compensation practices, number of requests processed, and steps for improving awareness of out of class rules and options.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

A. Vacancy Report

B. Personnel List Report-Explanation of Page 2 report now listing classified substitute employees.

11. CORRESPONDENCE

None

**12. 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 – None
- B. San Dieguito Union High School District – None
- C. Public – None

**13. NEXT PERSONNEL COMMISSION MEETING**

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 10, 2017, at 3:30 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

**14. ADJOURNMENT**

The Personnel Commission meeting adjourned at 4:42 p.m.