

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

Regular Meeting Minutes

4:00 P.M., February 9, 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 4:06 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

Matt Colwell

Scott Hendries

Debbie Johnson

Tina Peterson

Debbie Rowe

3. ADMINISTRATION OF OATH (Amended from original agenda)

Director Dixon delivered the Oath to new Personnel Commissioner, Patricia Spirit.

4. APPROVAL OF AGENDA FOR THE FEBRUARY 9, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the amended agenda for the February 9, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

ACTION ITEMS

5. APPROVAL OF THE MINUTES FOR THE JANUARY 12, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the January 12, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an eligibility list for JOB PLACEMENT ASSISTANT, SR-35, Promotional Only, 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 SECRETARY, SR-36, Open/Promotional, eligibility from 1/13/16.
Passed unanimously.
- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory Schedule-Range 4, Open/Promotional eligibility from 2/03/16.
Passed unanimously.
- C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional, eligibility from 2/03/16.
Passed unanimously.

8. CLASSIFICATION REVIEW, Maintenance Worker II

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions.
Passed unanimously.
- B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to have the Personnel Director present updated salary allocation information for Maintenance Worker II at the May 2016 Personnel Commission meeting.
Passed unanimously.
- C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to strike Item 7.C.
Passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. DIRECTOR REPORT - Director Dixon explained language used by Merit Academy and a survey of Merit Districts that indicates a closed session.

10. BUDGET UPDATE - Some discussion

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
B. Employment Listing Report

12. CORRESPONDENCE – State Superintendent

13. 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 – Matt Colwell stated working with Director Dixon is going very well.
- B. San Dieguito Union High School District – Tina Peterson also added that working with Director Dixon has been great.
- C. Public – Scott Hendries welcomed Patricia Spirit to the Commission.

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 8, 2016, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

15. ADJOURNMENT

Personnel Commission meeting adjourned to closed session at 5:08 P.M.

16. CLOSED SESSION - Evaluation of Director of Classified Personnel