

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

Regular Meeting Minutes

4:00 P.M., August 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 4:00 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

Matt Colwell

Tina Peterson

3. APPROVAL OF AGENDA FOR THE AUGUST 9, 2016, PERSONNEL COMMISSION REGULAR MEETING.

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

Passed unanimously.

4. APPROVAL OF THE MINUTES FOR THE JULY 12, 2016, PERSONNEL COMMISSION REGULAR MEETING.

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

Passed unanimously.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for NUTRITION PROGRAM SUPERVISOR/REGISTERED DIETITIAN, Supervisory Salary Range 6, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously.

B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional, six months eligibility.

Passed unanimously.

C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CUSTODIAN CREW LEADER, SR-38, Open/Promotional, 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 CAMPUS SUPERVISOR, SR-32, Open/ Promotional, six months eligibility from 7/26/16.
Passed unanimously.
- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 7/26/16.
Passed unanimously.
- C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/ Promotional-Dual Certification, six months eligibility from 8/01/16.
Passed unanimously.

7. CLASSIFICATION REVIEW REPORTS

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions for Contracts Analyst, as shown in attached supplements.
Passed unanimously with some additional changes suggested by all three Commissioners.
- B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve a new classification of Irrigation Specialist, allocated to Salary Range 41 on the classified salary schedule, and shown in attached supplements.
Passed unanimously with additional noted modification by John Baird and Susan Dixon.
- C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions for the Plumber/Irrigation Specialist classification, as shown in attached supplements.
Passed unanimously.

8. FIRST READ: RULE 4.12

Motion by PATRICIA SPIRIT, seconded by TERRY KING, to approve as a First Reading, the rule revision to Rule 4.12 of the Rules and Regulations for the Classified Service. Susan Dixon explained the language mirrors current Education Code.
Passed unanimously.

9. APPROVAL OF THE 2015-16 ANNUAL REPORT

Motion by TERRY KING, seconded by PATRICIA SPIRIT, to approve the 2015-16 Annual Report of the Personnel Commission for submission to the Board of Trustees.
Passed with one reallocation change by Director Dixon.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report

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 – Matt Colwell stated that CAC has resolved many items.
- 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, September 13, 2016, at 4:00 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT

Personnel Commission meeting adjourned to Closed Session at 4:50 p.m.

15. CLOSED SESSION

The Commissioners delivered the one year Recommended for Permanent Status evaluation to Director Dixon.