

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

Regular Meeting Minutes

4:00 P.M., September 13, 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

Carmen Blum

Debbie Johnson

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

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

Passed unanimously.

4. APPROVAL OF THE MINUTES FOR THE AUGUST 9, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the August 9, 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 CONTRACTS ANALYST, SR-62, Open/Promotional, six months eligibility.

Passed unanimously.

B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously.

C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe), SR-36, Open/Promotional, six months eligibility.

Passed unanimously.

- D. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously
- E. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously
- F. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously
- G. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for GROUNDS/MAINTENANCE WORKER II, SR-39, 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 NUTRITION PROGRAM SUPERVISOR/REGISTERED DIETITIAN, Supervisory Salary Range 6, Open/Promotional-Dual Certification, from 8/11/16.
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.
Discussion followed.
- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to retract, then to table both retitling the classification of Computer Support Technician to Information Technology (IT) Support Technician and approving the class description revisions as shown in the attached supplements.
Passed unanimously.

8. SECOND READ: RULE 4.12

- A. Motion by PATRICIA SPIRIT, seconded by TERRY KING, to approve as a Second Reading, the rule revision to Rule 4.12 of the Rules and Regulations for the Classified Service.
Passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. LEGISLATIVE UPDATE

The Director of Classified Personnel provided information on pending legislation that may be applicable to the work of the Personnel Commission and staff.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Personnel List 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 – Carmen Blum stated that President, Matt Colwell, is very busy helping with candidates for the Board process. Carmen suggested the quarterly newsletter be sent to Board members to acquaint them with the Classified Service.

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, October 25, 2016, at 4:00 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT

The Personnel Commission meeting adjourned at 5:02 p.m.