

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

Regular Meeting Agenda

4:00 P.M., March 8, 2016
710 Encinitas Boulevard., Encinitas CA 92024
District Office Board Room #101

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the March 8, 2016, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the March 8, 2016 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the February 9, 2016 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the February 9, 2016 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for SKILLED MAINTENANCE WORKER, SR-49, Promotional Only, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, eligibility from 2/05/16.
 - B. Motion by _____, second by _____, to approve an Eligibility List for JOB PLACEMENT ASSISTANT, SR-35, Promotional Only, eligibility from 2/19/16.
 - C. Motion by _____, second by _____, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility from 2/11/16.

- D. Motion by _____, second by _____, to approve an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility from 2/10/16.
- E. Motion by _____, second by _____, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility from 2/11/16.

DISCUSSION/INFORMATION ITEMS (See Supplements)

- 7. CLASSIFICATION REVIEW, Maintenance Worker II
 - A. Response to request for additional information regarding Maintenance Worker II classification study
- 8. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List
- 9. CORRESPONDENCE
- 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
 - B. San Dieguito Union High School District
 - C. Public
- 11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 12, 2016, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.
- 12. CLOSED SESSION

Closed session to consider personnel issues pursuant to Government code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session).

 - A. Evaluation of Director of Classified Personnel
- 13. ADJOURNMENT

**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

San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional - Dual Certification

School Bus Driver

Effective: 2/5/16
Expiration: 8/5/16

Rank	Applicant ID
1	2799508
2	1393005

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Promotional**

Job Placement Assistant

**Effective: 2-19-16
Expiration: 8-19-16**

Promotional

Rank	Applicant ID
1	2045678
2	1351069
3	1219702

S. Dixon

San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional-Dual Certification

Effective: 2/11/16
Expiration: 8/11/16

Accounting Technician

	Rank	Applicant ID
Open	1	3051754
	2	2166557

S. Dixon

San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional-Dual Certification

Custodian - Floater

Effective: 2-10-16
Expiration: 8-10-16

Rank	Applicant ID#
1	2828080
2	3039153
3	2661879
4	3052956
5	3059317
5	2822487
6	2809713

S. Dixon

San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional -- Dual Certification

Effective: 2/11/16
Expiration: 8/11/16

Custodian

Rank	Applicant ID
1	2809713
2	2552519
3	3039153
3	2661879
4	3059317
5	2822545
5	3061746
6	2687966
7	1933938

S. Dixon

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
VACANCY REPORT 3/03/16**

Classified Personnel

6 current/pending vacancies in 6 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
LCC	AA479	Theater Technician	40	1.00	Selection interviews 4/12/16
TP Café	AA261	Nutrition Services Assistant	12.5	0.31	Continuous recruitment
CCA	AD654	Instructional Assisant SpEd (Non-Severe)	19.5	0.49	Selection interviews 4/11/16
LCC	AJ214	Instructional Asst. SpEd (Behavior Intervention)	30	0.75	Selection interviews 4/11/16
CV	AA146	Custodian	40	1.00	Selection interviews 3/10/16
Facilites	AK131	Skilled Maintenance Worker	40	1.00	Selection interviews 4/5/16

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Lopez, Miguel**, Nutrition Services Production Assistant, SR33, 93.75% FTE, Canyon Crest Academy, effective 01/26/16.
2. **Notani, Romila**, Secretary, SR36, 100.00% FTE, Torrey Pines High School, effective 1/27/16.
3. **Wilkinson, Sydney**, Secretary, SR36, 30.00% FTE, Facilities-Construction Department, effective 02/01/16.

Change in Assignment

1. **Carrino, Kathryn**, from Nutrition Services Assistant II, SR27, 48.75% FTE, Torrey Pines High School to Nutrition Services Supervisor, Supervisory R4, 68.75% FTE, Pacific Trails Middle School, effective 02/08/16.
2. **Herring, Victoria**, from Unpaid Leave of Absence to Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, La Costa Canyon High School, effective 01/26/16.
3. **Macon, Katherine**, from Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, La Costa Canyon High School to 75.00% FTE, effective 01/26/16.
4. **Ochoa Calderon, Jose**, from Custodian, SR32, 100.00% FTE, Diegueno Middle School to School Plant Supervisor-Middle School, SR39, 100.00% FTE, Earl Warren Middle School, effective 01/19/16.
5. **Sanderson, Tate**, from Instructional Assistant-SpEd(SH), SR36, 81.25% FTE, Oak Crest Middle School to unpaid status and 39 month re-employment list effective 02/05/16.
6. **Scheyer, Neal**, from Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, Carmel Valley Middle School to 75.00% FTE, effective 01/15/16.
7. **Wilkinson, Sydney**, from Secretary, SR36, 30.00% FTE, Facilities-Construction Department to 37.50% FTE, effective 02/08/16.

Leave of Absence

1. **Franco, Andrea**, Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, Torrey Pines High School requests a 20.00% Unpaid Leave of Absence effective 01/19/16 through 05/12/16. Andrea plans to resume her 37.50% assignment on 05/13/16.
2. **Becker, Deana**, Instructional Assistant-SpEd(BI), SR36, 75.00% FTE, Diegueno Middle School requests a 100.00% Unpaid Leave of Absence effective 02/16/16 through 05/09/16. Deana plans to resume her 75.00% assignment on May 10, 2016.

Resignation

1. **Bennett, Christina**, Director of Purchasing and Risk Management, Management G5,R4, 100.00% FTE, Purchasing & Risk Management Department, resignation effective 02/11/16.
2. **Ferrer, Crystal**, Job Placement Assistant, SR35, 100.00% FTE, District Office-Special Education, resignation effective 02/29/16.
3. **Herring, Victoria**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, La Costa Canyon High School, resignation effective 02/05/16.