

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

**Regular Meeting Minutes**

2:30 P.M., November 17, 2015  
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 2:34 P.M. by David Holmerud, Commission Chair.
  
2. Pledge of Allegiance  
The pledge of allegiance was led by Commissioner Holmerud.

Members in Attendance

John Baird  
David Holmerud  
Terry King

Staff in Attendance

Susan Dixon, Director  
Kathy Potter, Human Resources Technician

Guests

Laura August  
Carmen Blum  
Matt Colwell  
Scott Hendries  
Debbie Johnson  
Tina Peterson

3. Approval of the Agenda for the November 17, 2015, Personnel Commission Regular Meeting.  
It was moved by JOHN BAIRD, seconded by TERRY KING, to approve the agenda, for the November 17, 2015, Personnel Commission Regular Meeting.  
*Motion passed unanimously.*

**ACTION ITEMS**

4. A. Approval of the Minutes for the October 20, 2015 Personnel Commission Regular Meeting.  
  
It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the minutes for the October 20, 2015 Personnel Commission Regular Meeting.  
*Motion passed unanimously.*  
  
B. Approval of the *revised* Minutes for the September 8, 2015, Personnel Commission Special Meeting.  
  
It was moved by JOHN BAIRD, seconded by TERRY KING, to approve the minutes for the September 8, 2015 Personnel Commission Special Meeting.  
*Motion passed unanimously.*

5. ELIGIBILITY LISTS TO BE ESTABLISHED

It was moved by TERRY KING, seconded by JOHN BAIRD, to establish eligibility lists for four classifications:

- A. NUTRITION SERVICES PRODUCTION ASSISTANT, SR-33, Open/Promotional, six months eligibility.
- B. HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.
- C. REGISTRAR, SR-40, Open/Promotional, six months eligibility.
- D. ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.

*Motion passed unanimously.*

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JOHN BAIRD, seconded by TERRY KING, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT Behavior Intervention, SR-36, Open/Promotional-Dual Certification, six months eligibility from 10/22/15.

*Motion passed unanimously.*

- B. It was moved by TERRY KING, seconded by JOHN BAIRD, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 10/29/15.

*Motion passed unanimously.*

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

7. PERSONNEL COMMISSION RULE 6.8

An informal presentation was given by Director Dixon discussing possible applications of the rule and citing San Diego County Merit School District's practices regarding Rule 6.8, when less than three ranks exist on an eligibility list.

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. The Vacant Positions report dated 11/12/15 was submitted. John Baird asked for clarification on the Job class and Vacancy count columns.
- B. The Personnel List dated 10/15/15 was submitted as information.

9. CORRESPONDENCE

None

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 – Matt Colwell thanked Susan for her thorough presentation at today's meeting. Matt also thanked David Holmerud for his nineteen years of service on the Personnel Commission.
- B. San Dieguito Union High School District - None
- C. Public – None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled December 15, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

The meeting adjourned at 4:33 PM.