

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

Regular Meeting Minutes

4:00 P.M., March 10, 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 4:00 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

Corrie Amador, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Laura August	Alex Guerrero
Carmen Blum	Debbie Johnson
Matt Colwell	Torrie Norton
Sheila Graciano	Tina Peterson

3. Approval of the Agenda for the March 10, 2015, Personnel Commission Regular Meeting.

Motion by JOHN BAIRD, second by TERRY KING, to approve the agenda for the March 10, 2015, Personnel Commission Regular Meeting.
Passed unanimously with correction to Item 5D., Open/Promotional only posting and page numbering.
4. Approval of the Minutes for the February 10, 2015, Personnel Commission Regular Meeting.

Motion by TERRY KING, second by JOHN BAIRD, to approve the minutes for the February 10, 2015, Personnel Commission Regular Meeting as amended.
Passed unanimously.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by JOHN BAIRD, seconded by TERRY KING, to establish an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously.

- B. Motion by TERRY KING, seconded by JOHN BAIRD, to establish an Eligibility List for GROUNDS MAINTENANCE WORKER II, SR-39, Promotional Only, six months eligibility.

Passed unanimously.

- C. Motion by TERRY KING, seconded by JOHN BAIRD, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Promotional Only, six months eligibility.

Passed unanimously.

- D. Motion by JOHN BAIRD, seconded by TERRY KING, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT-HIGH SCHOOL, SR-44, Open/Promotional six months eligibility.

Passed unanimously.

6. ELIGIBILITY LISTS TO BE APPROVED

- A. Motion by JOHN BAIRD, second by TERRY KING, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 2/23/15.

Passed unanimously.

- B. Motion by TERRY KING, second by JOHN BAIRD, to approve an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility from 2/18/15.

Passed unanimously.

CLASSIFICATION (See Supplements)

7. Approval of classification description revisions for School Bus Driver

Motion by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for the School Bus Driver classification as shown in the attached supplements.

Passed unanimously.

8. Approval of classification description revisions for Lead Grounds Maintenance Worker

Motion by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the Lead Grounds Maintenance Worker classification as shown in the attached supplements.

Passed unanimously.

9. RECLASSIFICATION

- A. Approval of recommended class description and salary range allocation for the proposed new class, "Executive Director of Planning Services" at Range 5-8 of the Classified Management Salary Schedule.

Motion by JOHN BAIRD, seconded by TERRY KING, to approve the new class description, "Executive Director of Planning Services" as shown in the attached supplement.

Passed unanimously.

- B. Approval of the recommended reclassification of one Director of Planning Services, SR 5-2, to Executive Director of Planning Services, SR 5-8 by gradual accretion of duties (Rule 3.11.A)

Motion by TERRY KING, seconded by JOHN BAIRD, to approve the new class description, “Executive Director of Planning Services” as shown in the attached supplement.

Passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. CLASSIFICATION DESCRIPTION REVISION (Information only)

The Personnel Commission approved Information Systems Support Technician class description revisions in February. Salary information was provided to the Commission as requested.

11. FIRST READ: CHAPTER 2 AND 3 RULE REVISIONS

A draft proposal for revisions to Chapters 2 and 3 was submitted for first read. The following changes were discussed:

2.12 A: Add “all classified employees” to receive the agenda and supporting data. Commissioner Baird requested agenda materials be posted as early as possible.

3.2 B: Change sentence regarding employee being terminated to read “*If the position is eliminated...*” and remove reference to termination for reasons other than cause.

3.11 A: Remove from the last line “... and the most recent performance evaluation was at least satisfactory.”

3.13 A: Proposal to remove “shall not have retroactive effect.” Director Amador to research Education Code and report back to the Commission.

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners’ packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing
- C. Discussion Regarding Presentation of Eligibility Lists

In response to employees’ preference to not have their name publicly displayed on eligibility lists, the Commission discussed using application identification numbers instead. It was agreed a revision to Rule 6.1 would be proposed at the meeting in April.

D. Revisions of the Personnel Commission Rules and Regulations Project Timeline

The Commission discussed establishing a timeline one chapter at a time as progress is made. The Commission expressed interest in allowing as much time as necessary for feedback from all interested parties. The Commissioners suggested reviewing Chapter 7 next.

13. CORRESPONDENCE There was no correspondence.

14. 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 – CSEA President, Matt Colwell, stated he appreciated the diligent work of Director Amador to resolve any CSEA issues. He asked for clarification that rules revisions will have a first and second read prior to adoption. Commissioner Holmerud explained there is a first read at one meeting, and second read and adoption will occur in the next meeting. The entire document will be brought back for a final adoption once all chapters have been reviewed.
- B. San Dieguito Union High School District – Torrie Norton proposed omitting any rules that are strictly under the purview of the Collective Bargaining Agreement to avoid conflict with the District, Board and CSEA.
- C. Public Comments – None

15. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 14, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

16. ADJOURNMENT TO CLOSED SESSION

Personnel Commission meeting adjourned to Closed Session at 4:52 P.M.

17. ADJOURNMENT

The meeting adjourned at 5:50 P.M.