

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

Regular Meeting Minutes

4:00 P.M., July 14, 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 4:03 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
Sheila Graciano
Alex Guerrero
Scott Hendries
Debbie Johnson
Tina Peterson
Jean Welser

3. Approval of the Agenda for the July 14, 2015, Personnel Commission Regular Meeting.
It was moved by TERRY KING, second by JOHN BAIRD, to approve the agenda for the July 14, 2015 regular personnel commission meeting.
Motion unanimously carried.

4. A. Approval of the Minutes for the June 9, 2015, Personnel Commission Regular Meeting.
It was moved by JOHN BAIRD, second by TERRY KING, to approve the minutes for the June 9, 2015 regular personnel commission meeting.
Motion unanimously carried.

B. Approval of the Minutes for the July 2, 2015, Personnel Commission Special Meeting.
It was moved by TERRY KING, second by JOHN BAIRD, to approve the minutes for the July 2, 2015 special personnel commission meeting as amended.
Motion unanimously carried.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, six months eligibility.
Motion unanimously carried.
- B. It was moved by TERRY KING, seconded by JOHN BAIRD, to establish an eligibility list for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.
Motion unanimously carried.
- C. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list for DIRECTOR CLASSIFIED PERSONNEL, Classified Management SR 5-2, Open/Promotional-Dual Certification, six months eligibility.
Motion unanimously carried.

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by TERRY KING, second by JOHN BAIRD, to approve an eligibility list for GROUNDS MAINTENANCE WORKER/APPLICATOR, SR-40, Open/Promotional, six months eligibility from 6/17/15.
Motion unanimously carried.
- B. It was moved by JOHN BAIRD, second by TERRY KING, to approve an eligibility list for HUMAN RESOURCES TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility from 6/16/15.
Motion unanimously carried.
- C. It was moved by TERRY KING, second by JOHN BAIRD, to approve an eligibility list for GROUNDS MAINTENANCE WORKER II, SR-39, Open/Promotional-Dual Certification, six months eligibility from 6/17/15.
Motion unanimously carried.
- D. It was moved by JOHN BAIRD, second by TERRY KING, to approve an eligibility list for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility from 6/29/15.
Motion unanimously carried.
- E. It was moved 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 7/09/15.
Motion unanimously carried.

CLASSIFICATION (See Supplements)

7. APPROVAL OF CLASS DESCRIPTION REVISIONS

- A. Classification Grounds Maintenance Worker I
It was moved by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the Grounds Maintenance Worker I as presented.

During discussion the motion was amended to apply to these and all future job descriptions to delete the words “is required” from the knowledge, skills and abilities sections because the word “requirement” already appears as the section heading in the job description.

Motion unanimously carried.

B. Classification Grounds Maintenance Worker II

It was moved by JOHN BAIRD, second by TERRY KING, to approve class description revisions for Grounds Maintenance Worker II classification as amended.

Motion unanimously carried.

C. Classification Nutrition Services Transporter I

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the Nutrition Services Transporter I classification as amended.

Motion unanimously carried.

D. Classification Nutrition Services Transporter II

It was moved by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for Nutrition Services Transporter II classification as amended.

Motion unanimously carried.

8. ESTABLISH NEW CLASSIFICATION

Classification: Instructional Assistant Special Education (Behavior Intervention)

A. It was moved by TERRY KING, seconded by JOHN BAIRD, to establish a new classification and approve the class description for Instructional Assistant Special Education (Behavior Intervention) as amended.

Motion unanimously carried.

B. It was moved by JOHN BAIRD, seconded by TERRY KING, to recommend a salary allocation of SR-36 on the Classified Salary Schedule to the Board of Trustees.

Motion unanimously carried.

9. APPROVAL OF THE 2014-15 ANNUAL REPORT

A. Motion by TERRY KING, seconded by JOHN BAIRD, to approve the 2014-15 Annual Report of the Personnel Commission for submission to the Board of Trustees.

Motion unanimously carried.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. The Vacant Positions report dated 7/14/15 was submitted.

B. The Personnel List dated 6/18/15 was submitted as information.

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 – Mr. Scott Hendries thanked Director Amador for her service to San Dieguito Union High School District over the 2014-15 school year and congratulated her on her new assignment as Director of Personnel Commission at Poway Unified School District.
- B. San Dieguito Union High School District –Mrs. Tina Peterson thanked Director Amador for her service to San Dieguito Union High School District over the 2014-15 school year.
- C. Public Comment- Mr. Alex Guerrero also thanked Director Amador for her service to San Dieguito Union High School District over the 2014-15 school year.

13. CLOSED SESSION

The Commission convened to Closed Session at 4:35 PM to discuss the replacement of the Director of Classified Personnel. The Commission appointed Ms. Jean Welser as the Interim Director of Classified Personnel to assist with operations during the recruitment for a new director.

14. NEXT PERSONNEL COMMISSION MEETING

It was confirmed the next regular meeting of the Personnel Commission is scheduled for Tuesday, August 11, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024. Selection interviews for Director of Classified Personnel will be scheduled to precede the regular meeting.

15. ADJOURNMENT

The meeting adjourned at 5:00 PM.