

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

**Regular Meeting Minutes**

4:00 P.M., July 12, 2016  
710 Encinitas Boulevard, Encinitas, CA 92024  
District Office Board Room # 101

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 4:08 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

Scott Hendries

Tina Peterson

3. APPROVAL OF AGENDA FOR THE JULY 12, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the agenda for the July 12, 2016, Personnel Commission Regular Meeting.

*Passed unanimously.*

4. APPROVAL OF THE MINUTES FOR THE JUNE 14, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the June 14, 2016, Personnel Commission Regular Meeting.

*Passed unanimously.*

**ACTION ITEMS**

5. ELIGIBILITY LIST TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CAMPUS SUPERVISOR, SR-32, 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 DIRECTOR OF PURCHASING AND RISK MANAGEMENT, Management Salary-Group 5, Range 4, Open/ Promotional–Dual Certification, six months eligibility from 6/20/16.

*Passed unanimously.*

- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe) SR-36, Open/Promotional, six months eligibility from 6/28/16.

*Passed unanimously.*

- C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for SECRETARY, SR-36, Open/ Promotional, six months eligibility from 6/30/16.

*Passed unanimously.*

#### 7. CLASSIFICATION REVISIONS

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to retitle the classification of Nutrition Specialist Supervisor to Nutrition Program Supervisor/Registered Dietitian.

*Passed unanimously.*

- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions, with modifications for the Nutrition Program Supervisor/Registered Dietitian classification as shown in the attached supplements.

*Passed unanimously with additional noted modifications by John Baird and Susan Dixon.*

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

#### 8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing Report

#### 9. CORRESPONDENCE

- A. Susan Dixon shared a flyer on the CSPCA 2017 conference, which will take place in San Francisco.
- B. Director Dixon shared an email from Corrie Amador, SDCSPCA committee, regarding CSPCA 2018 conference in San Diego. Members of the committee, Commissioner Baird and Director Dixon are conducting the search for a union-run hotel.

#### 11. 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 - None
- B. San Dieguito Union High School District – None
- C. Public – None

#### 12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, August 9, 2016, at 4:00 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

#### 13. ADJOURNMENT

Personnel Commission meeting adjourned at 4:49 p.m.