

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

Regular Meeting Minutes

3:30 P.M., December 12, 2017

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:33 p.m. by TERRY KING, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner King.

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

Tina Douglas

Cindy Frazee

Gabriela Fulton

Sheila Graciano

Lorena Hurtado

Shirley Janssen

3. APPROVAL OF AGENDA FOR THE DECEMBER 12, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the December 12, 2017, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE NOVEMBER 14, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the November 14, 2017, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. Organization of the Personnel Commission:

A. Election of Chair for the Personnel Commission

It was moved by JOHN BAIRD, seconded by TERRY KING, that PATRICIA SPIRIT be nominated as Chair of the Personnel Commission for 2018.

It was moved by JOHN BAIRD, seconded by TERRY KING that nominations be closed. PATRICIA SPIRIT was elected as Chair of the Personnel Commission for 2018.

B. Election of Vice-Chair for the Personnel Commission

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, that JOHN BAIRD be nominated as Vice-Chair of the Personnel Commission for 2018.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING that nominations be closed. JOHN BAIRD was elected as Vice-Chair of the Personnel Commission for 2018.

C. Personnel Commission Meeting Dates and Times

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the schedule for the regular meetings of the Personnel Commission for 2018 as listed on the attached supplement, "Personnel Commission Meeting Schedule 2018," to be held at 3:30 P.M. in the District Office Board Room #101.

All passed unanimously

6. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Promotional Only, six months eligibility.

B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.

C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.

All passed unanimously

7. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, eligibility from 11/17/17.

Passed unanimously

8. CLASSIFICATION REVIEWS

A. Director of Purchasing and Risk Management

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD to reestablish the classification of Director of Purchasing as proposed.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD to recommend to the governing board a new salary range on the Management Salary Schedule for Director of Purchasing as proposed.

Some discussion followed with clarification from Director Dixon that the requested action is to reestablish a former classification which was specific to purchasing functions. The current classification of Director of Purchasing and Risk Management has responsibility for combined functions. The District would like to once again have the option of having a classification with the singular role of managing the purchasing function.

Both passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Director Dixon shared that she and Commissioner Baird have been working on the planning committee for the annual CSPCA Conference-San Diego, scheduled for February 2018.

- A. Vacancy Report
- B. Personnel List Report

10. CORRESPONDENCE-None

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, January 16, 2018, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT- 4:46 pm.