

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

**Regular Meeting Minutes**

3:30 P.M., August 8, 2017  
710 Encinitas Blvd., Encinitas, CA 92024  
District Office Board Room

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:31 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

Carmen Blum

Veronica Burciaga

Matt Colwell

Debbie Johnson

Maritza Santander

Norma Villa

Lori Wilson

3. APPROVAL OF AGENDA FOR THE AUGUST 8, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the August 8, 2017, Personnel Commission Regular Meeting.

*Passed unanimously*

4. APPROVAL OF THE MINUTES FOR THE JULY 20, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the July 20, 2017, Personnel Commission Regular Meeting.

*Passed unanimously*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.

B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, six months eligibility.

*Both passed unanimously*

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, eligibility from 7/19/17.  
*Passed unanimously*
- B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for LEARNING COMMONS TECHNICIAN II, SR-42, Promotional Only, eligibility from 7/26/17.  
*Passed unanimously*
- C. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 7/27/17.  
*Passed unanimously*
- D. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, eligibility from 7/28/17.  
*Passed unanimously*
- E. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT to approve an Eligibility List for INSTRUCTIONAL ASSISTANT, SpEd (Severe), SR-36, Open/Promotional, eligibility from 8/03/17.  
*Passed unanimously*
- F. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 8/03/17.  
*Passed unanimously*

7. CLASSIFICATION REVIEW: OUT OF CLASS COMPENSATION

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an out-of-class stipend of 7.5% to Maritza Santander, Information Systems Support Analyst, while working out-of-classification  
*Passed unanimously*

8. CHANGE OF SEPTEMBER PERSONNEL COMMISSION MEETING DATE

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT to reschedule the September Personnel Commission meeting from September 12, 2017 to September 7, 2017 due to scheduling conflicts.  
*Passed unanimously*

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

9. RULE 6.3 AND 6.4 REVISION-First Read

Director Dixon discussed the rule with CSEA President, Matt Colwell, and District representative, Tina Peterson, in advance of proposing the revision. The proposed revision clarifies that existing employees who are selected for a less than 12 month position have the chance to be considered for a twelve month vacancy opportunity during their probationary period, rather than limit consideration to external candidates.

After discussion of the proposed rule revision, one modification was made. John Baird suggested changing the word “any” to “any one” on Line 6.9.

10. LEGISLATIVE UPDATE

Director Dixon presented a summary of new laws which are now in effect as well as several laws in various stages of the approval process. The legislation shared was specific to issues affecting the Personnel Commission such as criminal background checks and salary inquiries on the application form.

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Susan Dixon stated that five of the fourteen current vacancies were filled during selection interviews today. School Bus Driver remains the most difficult recruitment.

12. CORRESPONDENCE

None

13. 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 reported that things are going smoothly with CSEA.

B. San Dieguito Union High School District – None

C. Public – None

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Thursday, September 7, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

15. ADJOURNMENT

The Personnel Commission meeting adjourned to closed session at 3:58 pm.

16. CLOSED SESSION