

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

Regular Meeting Minutes

3:30 P.M., August 13, 2019

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 3:32 p.m. by JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Sheila Graciano

3. APPROVAL OF THE AGENDA FOR THE AUGUST 13, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the agenda for the August 13, 2019, Personnel Commission Regular Meeting.

Passed unanimously with 2 Ayes

4. APPROVAL OF THE MINUTES FOR THE JULY 9, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JULY 9, JEFF CHARLES, to approve the minutes for the July 9, 2019, Personnel Commission Regular Meeting.

Passed unanimously with 2 Ayes

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED (Four eligibility lists were presented with incorrect "eligibility from" dates on the agenda. These instances are displayed with an asterisk below which indicates a commissioner made an amended motion to correct the date.)

A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional- Dual Certification, six months eligibility from 7/10/19.

Passed with 2 Ayes

B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for ACCOUNTING ASSISTANT, SR-40, Open/Promotional-Dual Certification, six months eligibility from 7/16/19.

Passed with 2 Ayes

- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, six months eligibility from 7/18/19,
**Passed with amended date, 2 Ayes*
- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for NUTRITION SERVICES OPERATIONS SUPERVISOR, Supervisory Salary Schedule Range 11, Open/Promotional-Dual Certification, six months eligibility from 7/19/19.
**Passed with amended date, 2 Ayes*
- E. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd Severe, SR-36, Open/Promotional, six months eligibility from 7/25/19
**Passed with amended date, 2 Ayes*
- F. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd Non- Severe, SR-34, Open/Promotional-Dual Certification, six months eligibility from 7/25/19
**Passed with amended date, 2 Ayes*
- G. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd Behavior Intervention, SR-36, Open/Promotional, six months eligibility from 7/23/19.
Passed with 2 Ayes
- H. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for ADMINSTRATIVE ASSISTANT II, SR-40, Open/Promotional-Dual Certification, six months eligibility from 7/26/19
Passed with 2 Ayes
- I. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 8/01/19.
Passed with 2 Ayes
- J. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility from 8/02/19
Passed with 2 Ayes

6. ELIGIBILITY LISTS TO BE ESTABLISHED

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for the INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, six months eligibility.

Passed with 2 Ayes

7. APPROVAL OF THE 2018-19 ANNUAL REPORT

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to APPROVE THE 2018-19 Annual Report of the Personnel Commission for submission to the Board of Trustees.

This motion was tabled to the September 10, 2019 PC meeting.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. Vacancy Report – Director Dixon stated staff, including Shirley Janssen are busy recruiting, hiring, onboarding and data entry of new employees. Commissioner Charles commented

B. Personnel List Report – Commissioner Baird questioned the reason for no Personnel List this month. Susan Dixon explained there is no SDUHSD Board meeting in the month of July.

- C. Other- Director Dixon reported that extension of Health Technician eligibility list will be included with the September 10, 2019 PC meeting agenda.

9. CORRESPONDENCE - None

10. 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

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 10, 2019, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNED – 4:11 PM