

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

**Regular Meeting Agenda**

4:00 P.M., September 8, 2015  
710 Encinitas Boulevard, Encinitas, CA 92024  
District Office Board Room 101

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER ..... Commission Chairperson
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF THE AGENDA  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the September 8, 2015, Personnel Commission Regular Meeting.
4. APPROVAL OF THE MINUTES
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the August 11, 2015, Personnel Commission Regular Meeting.

**ACTION ITEMS (See Supplements)**

5. ELIGIBILITY LISTS TO BE ESTABLISHED
  - A. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to establish an Eligibility List for NUTRITION SERVICES ASSISTANT III, SR-29, Open/Promotional-Dual Certification, six months eligibility.
  - B. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd(Severe), SR-36, Open/Promotional, six months eligibility.
  - C. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to establish an Eligibility List for SCHOOL BUS ATTENDANT, SR-29, Open/Promotional-Dual Certification, six months eligibility.
  - D. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to establish an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Open/Promotional, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
  - A. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Promotional Only, six months eligibility from 7/29/15.
  - B. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd(Non-Severe), SR-34, Open/Promotional-Dual Certification, six months eligibility from 8/05/15.

- C. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 8/06/15.
- D. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility from 8/13/15.
- E. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve an Eligibility List for RECEPTIONIST BILINGUAL (Spanish), SR-33, Open/Promotional-Dual Certification, six months eligibility from 8/24/15.

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

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Employment Listing
- C. Welcome Director Dixon
- D. Farewell Interim Director Welser

8. CORRESPONDENCE

9. 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 it to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association
- B. San Dieguito Union High School District
- C. Public Comments

10. CLOSED SESSION

Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session).

- A. Replacement of the Director of Classified Personnel

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 20, 2015, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT