

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

Regular Meeting Agenda

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

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the January 12, 2016, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the January 12, 2016 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the December 15, 2015 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the December 15, 2015 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for ADMINISTRATIVE SECRETARY-MIDDLE SCHOOL, SR-38, Open/Promotional , six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES PRODUCTION ASSISTANT, SR-33, Open/Promotional, eligibility from 12/11/15.
 - B. Motion by _____, second by _____, to approve an Eligibility List for SCHOOL PLANT SUPERVISOR, SR-39, Promotional Only, eligibility from 12/17/15.
 - C. Motion by _____, second by _____, to approve an Eligibility List for ACCOUNTING TECHNICIAN- SR-42, Open/Promotional, six months eligibility from 12/18/15.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Employment Listing

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 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. Evaluation of Director of Classified Personnel

11. NEXT PERSONNEL COMMISSION MEETING

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

12. ADJOURNMENT

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

Regular Meeting Minutes

4:00 P.M., December 15, 2015
800 Santa Fe Drive, Encinitas, CA 92024
San Dieguito HS Academy, B Building Conference Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 4:15 P.M. by David Holmerud, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Holmerud.

Members in Attendance

John Baird
David Holmerud
Terry King

Staff in Attendance

Susan Dixon, Director
Kathy Potter, Human Resources Technician

Guests

Matt Colwell, CSEA President
Scott Hendries, CSEA Labor Relations Representative

3. APPROVAL OF AGENDA FOR THE DECEMBER 15, 2015, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by TERRY KING, to approve the agenda for the December 15, 2015, Personnel Commission Regular Meeting.

Passed unanimously.

Commissioner Baird presented Commissioner Holmerud with Plaque of Appreciation for two decades of service on the Personnel Commission.

ACTION ITEMS

4. APPROVAL OF THE MINUTES FOR THE NOVEMBER 17, 2015, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the minutes for the November 17, 2015, Personnel Commission Regular Meeting.

Passed unanimously.

5. ORGANIZATION OF THE PERSONNEL COMMISSION

A. Election of Chair for the Personnel Commission

It was moved by TERRY KING, seconded by JOHN BAIRD, that John Baird be nominated as Chair of the Personnel Commission for 2016.

Passed unanimously.

It was moved by TERRY KING, seconded by JOHN BAIRD, that nominations be closed. Commissioner Baird is elected as Chair of the Personnel Commission for 2016.

Passed unanimously.

B. Election of Vice-Chair for the Personnel Commission

It was moved by JOHN BAIRD, seconded by TERRY KING, that Terry King be nominated as Vice-Chair of the Personnel Commission for 2016.

Passed unanimously.

It was moved by JOHN BAIRD, seconded by TERRY KING, that nominations be closed. Commissioner King is elected as Vice-Chair of the Personnel Commission for 2016.

Passed unanimously.

C. Approve 2016 Calendar of Personnel Commission Meeting Dates and Times

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the schedule for the regular meetings of the Personnel Commission for 2016 as listed on the attached supplement, "Personnel Commission Meeting Schedule, 2016," to be held at 4:00 P.M. in the District Office Board Room #101.

Discussion: Terry King proposed October 2016 meeting to be scheduled for October 25, 2016 due to vacations scheduled earlier that month. Scott Hendries suggested the November 2016 meeting be scheduled for November 15, 2016 because November 8 is Election Day. John Baird asked if a start time later than 4:00 PM would allow more employees to attend. Scott informed us that most employees end their workday by 4:00 PM and that should remain the meeting time.

Passed unanimously.

6. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list for SCHOOL PLANT SUPERVISOR, SR-39, Promotional Only, six months eligibility.

Passed unanimously.

B. It was moved by TERRY KING, seconded by JOHN BAIRD, to establish an eligibility list for SECRETARY, SR-36, Open/Promotional, six months eligibility.

Passed unanimously.

C. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list for NUTRITION SERVICES SUPERVISOR, Supervisory SR-4, Open/Promotional, six months eligibility.

Passed unanimously.

7. ELIGIBILITY LISTS TO BE APPROVED

It was moved by TERRY KING, seconded by JOHN BAIRD to approve eligibility lists for three classifications:

A. NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, continuous eligibility from 11/13/15.

B. HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility from 11/24/15.

C. REGISTRAR, SR-40, Open/Promotional, six months eligibility from 12/09/15.

Passed unanimously.

8. APPROVAL OF CLASS DESCRIPTION REVISIONS

A. It was moved by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for CUSTODIAN, as shown in the attached supplements.

Passed unanimously.

B. It was moved by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for CUSTODIAN FLOATER, as shown in the attached supplements.

Passed unanimously.

C. It was moved by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for CUSTODIAN CREW LEADER, as shown in the attached supplements.

Passed unanimously.

D. It was moved by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for NUTRITION SERVICES PRODUCTION ASSISTANT, as shown in the attached supplements.

Votes:

Ayes-Holmerud, King

No-Baird

Motion Passed with 2 votes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

A. Vacancy Report

B. Employment Listing 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 – Matt Colwell thanked Commissioner Holmerud for nearly twenty years of service on the Personnel Commission.

B. San Dieguito Union High School District – None

C. Public Comments – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 12, 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 4:48 P.M.

San Dieguito Union High School District

Personnel Commission

Eligibility List

Effective: 12/11/15

Expiration: 6/11/16

Nutrition Services Production Assistant

Open/Promotional

Open

Applicant ID	Rank
2995679	1
1876473	2

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Promotional**

School Plant Supervisor-Middle School

**Effective: 12/17/2015
Expiration: 6/17/16**

Rank	Applicant ID
1	2155287
2	3024051
3	2694515

S. Dixon

San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional-Dual Certification

Effective: 12/18/15
Expiration: 6/18/16

Accounting Technician

	Rank	Applicant ID	Notes
Open	1	2166557	
		S. Dixon	

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Costa Sanchez, Lisa**, Nutrition Services Assistant I, SR25, 31.25% FTE, Torrey Pines High School, effective 11/30/15.
2. **Hailey, BriAnn**, Receptionist, SR32, 100.00% FTE, Canyon Crest Academy, effective 11/05/15.
3. **Lawson, Melanie**, Secretary, SR36, 100.00% FTE, Oak Crest Middle School, effective 11/30/15.
4. **Meier, Karlie**, Instructional Assistant-SpEd(BI), SR36, 75.00% FTE, Diegueno Middle School, effective 11/10/15.

Change in Assignment

1. **Abney, Ann**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Torrey Pines High School to 43.75% FTE, effective 11/09/15.
2. **Dubs, Debra**, from Secretary, SR36, 100.00% FTE, Oak Crest Middle School, to Administrative Secretary, SR40, 100.00% FTE, La Costa, effective 11/30/15.

Resignation

1. **Lowe, Charles**, School Plant Supervisor-Middle School, SR39, 100.00% FTE, Earl Warren Middle School, resignation for the purpose of retirement, effective 12/30/15.
2. **Paolantoni, Antonino**, Custodian Floater, SR33, 100.00% FTE, Facilities Department, resignation effective 11/20/15.
3. **Peters, Mandy**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Coastal Learning Academy, resignation effective 01/01/16.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANT POSITIONS 1/12/16

Classified Personnel

14 current/pending vacancies in 10 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
DG	AA048	Administrative Secretary	40	1.00	Selection 2/9/16
DO	AA007	Accounting Technician	40	1.00	Selection 2/19/16
TP	AA110	Secretary	40	1.00	Selection 1/20/16
FAC CON	AJ961	Secretary	12	0.30	Selection January 2016
PT Café	AK085	Nutrition Services Supervisor	27.5	0.69	Selection January 2016
CCA Café	AA243	Nutrition Services Production Assistant	37.5	0.94	Selection January 2016
CCA	Al616	Instructional Assisant SpEd (Non-Severe)	19.5	0.49	On Hold, May not fill
TRANS	AA506	School Bus Driver	20	0.50	Continuous recruitment
CV	AH436	Instructional Assistant SpEd (Non-Severe)	30	0.75	Selection 1/12/16
PT	AK096	Custodian	40	1.00	Selection 2/11/16
CCA	AD542	Custodian	40	1.00	Selection 2/11/16
Facilites	AA164	Custodian Floater	40	1.00	Selection 2/17/16
Facilities	AJ727	Custodian Floater	40	1.00	Selection 2/17/16
EW	AA177	School Plant Supervisor-Middle School	40	1.00	Selection 1/13/16