

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

Regular Meeting Agenda

3:30 P.M., May 9, 2017

710 Encinitas Boulevard, Encinitas CA 92024

San Dieguito Union High School District-Board Room 101

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the May 9, 2017, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the May 9, 2017 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the April 11, 2017 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the April 11, 2017 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 REGISTRAR, SR-40, Open/Promotional, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 4/12/17.
 - B. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd(Behavior Intervention) , SR-36,Open/Promotional-Dual Certification, eligibility from 4/10/17.
 - C. Motion by _____, second by _____, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT-HS, SR-44, Open/Promotional, eligibility from 4/20/17.
 - D. Motion by _____, second by _____, to approve an Eligibility List for ADMINISTRATIVE SERETARY, SR-40, Open/Promotional, eligibility from 4/21/17.
 - E. Motion by _____, second by _____, to approve an Eligibility List for FACILITIES PLANNING ANALYST, SR-62, Open/Promotional-Dual Certification, eligibility from 4/25/17.
 - F. Motion by _____, second by _____, to approve an Unranked Eligibility List for ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES, eligibility from 4/19/17.
7. 2017-18 PROPOSED PERSONNEL COMISSION BUDGET REPORT
 - A. Open Public Hearing
 - B. Call for Public Comment
 - C. Close Public Hearing
 - D. Approval of 2017-18 Proposed Personnel Commission Budget
Motion by _____, second by _____, to approve the 2017-18 Personnel Commission Budget as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report

9. CORRESPONDENCE

- A. Letter from Cajon Valley Union School District
- B. Information Regarding Formation of a Committee to Discuss Secretarial Exam Content

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
- B. San Dieguito Union High School District
- C. Public

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 13, 2017, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

12. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., April 11, 2017
710 Encinitas Blvd., Encinitas, CA 92024
District Office Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 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

Laura August

Carmen Blum

Matthew Colwell

Tina Peterson

Meredith Wadley

3. APPROVAL OF AGENDA FOR THE APRIL 11, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the agenda for the April 11, 2017, Personnel Commission Regular Meeting.

Passed unanimously

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

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

Passed unanimously with additions provided by Laura August and Commissioner Baird

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for ADMINISTRATIVE SECRETARY-MS, SR-38, Open/Promotional, six months eligibility.

Passed unanimously

B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for GROUNDS/MAINTENANCE WORKER II, SR-39, Open/Promotional, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. 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 3/14/17.
Passed unanimously
- B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT II, SR-27, Open/Promotional-Dual Certification, eligibility from 3/15/17.
Passed unanimously
- C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for ACCOUNTING SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 3/21/17.
Passed unanimously
- D. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for LEARNING COMMONS TECHNICIAN, SR-40, Open/Promotional-Dual Certification, eligibility from 3/24/17
Passed unanimously
- E. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for Facilities Construction Planner, SR-52, Open/Promotional-Dual Certification, eligibility from 3/29/17.
Passed unanimously
- F. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Open/Promotional, eligibility from 3/31/17.
Passed unanimously
- G. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, eligibility from 4/4/17.
Passed unanimously

7. CLASSIFICATION REVIEWS

- A. Health Technician (Carried over from March 14, 2017 meeting)
It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve class description revisions for Health Technician and retain Range 35 of the Classified Salary Schedule as the salary allocation for the classification of Health Technician.
Director Dixon provided follow up information that was requested by commissioners at the March 14, 2017 meeting. Information included: job descriptions from comparison districts, specific duties performed by Health Technicians while covering secretarial lunches, and considerations of consequence of error. Laura August and Carmen Blum spoke in favor of reallocation of the Health Technician classification. Meredith Wadley, Director of School and Student Services, provided information to assist in clarifying the differences between the Health Technician and Secretary duties. Commissioner Baird stated that he does not agree with Director Dixon's interpretation of the Fair Pay Act SB 358. Some discussion continued with Commissioner Baird requesting a roll call vote.

Roll Call
Ayes - King, Spirit
Noes - Baird
Abstain - 0
Passed

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- The Personnel Commissioners' packets included for review and discussion:
- A. Vacancy Report

B. Personnel List Report- Commissioner Baird asked to change the term “dismissed” to “released” for probationary employees on this list.

9. CORRESPONDENCE

None received.

Susan Dixon sent Employee of the Year invitations to those being honored. Classified retirees will also be recognized at this event. The celebration is prior to May 9th meeting, at 2:30 PM.

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 – Matt Colwell commented that the Employee of the Year program was handled really well this year. Director Dixon reported that Bridget Sabin, the overall District choice was also chosen as the overall San Diego County Classified Employee of the Year.

B. San Dieguito Union High School District –Tina Peterson thanked Susan for all of the recruitment efforts in recent weeks.

C. Public – None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 9, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

The Personnel Commission meeting adjourned at 5:22 p.m.

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

Effective: 3/14/17
Continuous

Nutrition Services Assistant I

Rank	Applicant ID
1	3442435
2	2881690

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

**Effective: 4/10/17
Expiration: 10/10/17**

IA Spec Ed Behavior Intervention

Rank	Applicant ID
1	1516286
2	1616505
2	2203820
3	3338664
4	1694340

S. Dixon

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

**Effective: 04/20/17
Expiration: 10/20/17**

Administrative Assistant - High School

Promotional

Rank	Applicant ID
1	2802846
2	2185669
3	2159204
4	1762385
5	2802646

Open

Rank	Applicant ID
1	3392539
2	2978933
2	1433973
2	1620948
3	3478609
4	1854739
4	3468333
5	1041938
5	3413774
6	3470716
7	3401900

S. Dixon

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

**Effective: 4-21-17
Expiration: 10-21-17**

Administrative Secretary

Promotional

Applicant ID	Rank	Notes
1115922	1	
2228409	2	
3050640	3	
2834783	4	
3475510	5	

Open

Applicant ID	Rank	Notes
2237542	1	
3412070	2	
3468333	2	
835400	3	
3455572	4	
2978933	5	
1041938	6	
3248285	7	
742247	7	
2686061	7	
1405639	8	
3404955	9	
2765313	10	

S. Dixon 4-21-17

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

Facilities Planning Analyst

**Effective: 4/25/17
Expiration: 10/25/17**

Rank	Applicant ID
1	1382105
2	1877101

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Unranked Eligibility List
Associate Superintendent, Business Services**

**Effective: 4-19-17
Expiration: 10-19-17**

Applicant ID
362101
756598
892037
1138359
3467958

San Dieguito

Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Superintendent
Eric R.Dill

Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
Fax (760) 943-3522
www.sduhsd.net

Classified Personnel Commission
John Baird, Commissioner
Terry King, Commissioner
Patricia "Pat" Spirit, Commissioner
Susan Dixon, Director

May 4, 2017

TO: Personnel Commission
FROM: Susan Dixon
Director of Classified Personnel
SUBJECT: Agenda Item #7, Proposed Personnel Commission Budget for 2017-18

Education Code 45253 and the Rules and Regulations for the Classified Service provide that the Personnel Commission shall prepare and adopt an annual budget for the Commission operations. The budget must be prepared for a public hearing prior to May 30 of each year. The Personnel Commission cannot take action to adopt its budget prior to a public hearing of the budget. At the April 11, 2017 Personnel Commission meeting, the proposed budget was shared and discussed and it was announced that the public hearing for the 2017-18 Personnel Commission budget was set for May 9, 2017 at the regularly scheduled Personnel Commission meeting.

Recommendation: Approve the 2017-18 Personnel Commission Budget as proposed.

Resource	Description	Object	Object Description	2015-16 Actuals	2016-17_BUD	2016-17_ENC	2016-17_EXP	2016-17_PRE	2016-17_BAL	2017-18 Budget
PERSONNEL COMMISSION										
0100	1900001	Cert hd Members Salary		650	800	248	350		202	800
0100	1900001	Oth Cert Sal-Extra Curr		111					0	0
0100	2300000	Class Superv & Admin Salaries		108,627	126,875	53,276	73,724		(125)	143,057
0100	2300001	Class Bd:Members Salary		6,433	1,600	497	700		403	1,600
0100	2400000	Clerical And Office Salaries		118,791	129,793	53,341	74,355		2,097	131,088
0100	2400056	Clerical Overtime Wages		1,098	1,500				1,500	1,500
0100	2400058	Clerical-Extra Help			500				500	500
	3xxx	Benefits								64,065
0100	4300000	Materials And Supplies		1,621	1,200	500			700	1,700
0100	4300012	Refreshments		528	750	350	350		50	750
0100	4300013	Classif Empl:Recognition		72	150				150	150
0100	4400009	Non-Capitalized Tech Equipment			1,800				1,800	0
0100	5200020	Conference,Workshop,Sem.		2,693	5,500		1,942		3,558	5,500
0100	5200030	Mileage			500				500	500
0100	5300000	Dues And Memberships		2,676	3,000		2,800		200	3,000
0100	5600002	Rents & Leases		1,518	2,479	1,239	1,239		1	3,000
0100	5600008	Copy Charges		853	868	689	462		(283)	2,000
0100	5800001	Professional/Consult Svs							0	0
0100	5800004	Legal Expense		6,305	14,275	13,884	391		0	14,275
0100	5800008	Computer Licensing							0	0
0100	5800010	Advertising		1,117	1,500	230	1,053		217	1,800
0100	5900002	Communications-Postage			80				80	25
PERSONNEL COMMISSION Total				253,093	293,170	124,254	157,366	0	11,550	375,310

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 5/04/17

Classified Personnel

9 current/pending vacancies in 7 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
DG	AA119	Secretary	40	1.00	Selection interview 5/22/17
MO	AA195	Grounds/Maintenance Worker II	40	1.00	Selection interview 6/14/ 17
DO	AI669	Workers' Comp, Benefits & HRIS Specialist	40	1.00	Selection interview 5/18/17
FAC CON	AI302	Chief Facilities Officer	40	1.00	Selection interview 5/19/17
PT Café	AA243	Nutrition Services Assistant I	10	0.25	Selection interview 5/22/17
DG Café	AA231	Nutrition Services Assistant I	10	0.25	Selection interview 5/22/17
EW	AA046	Administrative Secretary-MS	40	1.00	Selection interview 5/15/17
OC	AA047	Administrative Secretary-MS	40	1.00	Selection interview 5/19/17
LCC	AK187	Campus Supervisor	19.5	0.49	Selection interview 6/1/17

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified A.V.I.D. Tutors**, employment for the 2016-17 school year, effective March, 2017 through June 30, 2017, per attached supplement.
2. **Classified Substitutes**, employment for the 2016-17 school year, effective March, 2017 through June 30, 2017, per attached supplement.
3. **Arce, Rosella**, Construction Projects Manager II, Management G5, R3, 100.00% FTE, Facilities - Construction Department, effective 03/14/17.
4. **Delval, Erick**, Maintenance Worker II, SR40, 100.00% FTE, Facilities Department, effective 03/07/17.
5. **Ghinazzi, Janie**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Torrey Pines High School, effective 03/22/17.

Change in Assignment

1. **Cortes, Maria Matilde**, from Nutrition Services Assistant I, SR25, 43.75% FTE, Diegueno Middle School to Nutrition Services Assistant II, SR27, 48.75% FTE, effective 04/01/17.
2. **Mendoza, Omar**, from Custodian Floater, SR33, 100.00% FTE, Facilities Department to Custodian, SR32, 100.00% FTE, Diegueno Middle School, effective 03/15/17.
3. **Prado, Cesar**, from Nutritional Services Assistant II, SR27, 48.75% FTE, Diegueno Middle School to 46.87% FTE, La Costa Canyon High School, effective 03/13/17.

Resignation

1. **Abdipour, Trudy**, School Bus Driver, SR38, 67.75% FTE, Transportation Department, resignation for the purpose of retirement, effective 06/30/17, revised from original date of 06/16/17.
2. **Kwok, Shirley**, Nutrition Services Assistant II, SR27, 48.75% FTE, Carmel Valley Middle School, resignation for the purpose of retirement, effective 03/31/17, revised from original date of 06/16/17.
3. **Gilligan, Cristiane**, Nutrition Services Assistant I, SR25, 28.12% FTE, San Dieguito High School Academy, resignation effective 03/28/17.
4. **Kerr, Karlie**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, Diegueno Middle School, resignation effective 03/31/17.
5. **Polenz, Faye**, Health Technician, SR35, 100.00% FTE, Canyon Crest Academy, resignation for the purpose of retirement, effective 03/17/17, revised from original date of 06/23/17.
6. **Tipton, Richard**, Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, resignation for the purpose of retirement, effective 04/21/17.
7. **Young, Suzanne**, Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School, resignation effective 04/07/17.

Classified Personnel Supplement, April 6, 2017

A.V.I.D. Tutor

Villa, Vanessa, effective 3/10/2017

Classified Substitute

Ball, Korri, effective 3/13/2017

Dias, Maria, effective 3/10/2017

Kirk, Kristi, effective 3/23/2017

Raymond, Maxwell, effective 3/10/2017