

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

Regular Meeting Agenda

3:30 P.M., September 7, 2017

800 Santa Fe Drive, Encinitas CA 92024

San Dieguito High School Academy – “B” Building Conference Room

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the September 7, 2017, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the September 7, 2017 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the August 8, 2017 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the August 8, 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 ACCOUNTING SPECIALIST, SR-52, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for SECRETARY, SR-36, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, eligibility from 8/29/17.
 - B. Motion by _____, second by _____, to approve an Eligibility List for ACCOUNTING TECHNICIAN , SR-42, Open/Promotional-Dual Certification, eligibility from 8/14/17.
 - C. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT, SpEd (Severe) SR-36, Open/Promotional, eligibility from 8/24/17.
 - D. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 8/24/17.
7. RULE 6.3 AND 6.4 REVISION-Second Read
 - A. Motion by _____, second by _____, to approve revisions of Rule 6.3 and Rule 6.4 of the Rules and Regulations for the Classified Service.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report

9. CORRESPONDENCE

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, October 10, 2017, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

12. CLOSED SESSION

Annual Evaluation of Director, Classified Personnel

13. ADJOURNMENT

**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

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

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

**Effective: 08/29/17
Expiration: 02/29/18**

Maintenance Worker II

Rank	Applicant ID
1	3583915
2	3292685
2	2691942
3	3588473

S. Dixon

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

Accounting Technician

**Effective: 8/14/17
Expiration: 2/14/18**

Rank	Applicant ID
1	3433416
2	2970307
3	3001139*
4	2550345

*Merged from previous
recruitment, eligibility
expires 12/20/17

S. Dixon

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

**Effective: 8/24/17
Continuous**

Instructional Assistant Special Education Severe

Promotional

Rank	Applicant ID
1	1599314
2	2832983

Open

Rank	Applicant ID
1	2944700
2	3234026
3	1991670
4	3587161
5	3335395
5	2164392
6	3586843
7	3571426

S. Dixon

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

Nutrition Services Assistant I

**Effective: 8/24/17
Continuous**

Rank	Applicant ID	Expiration
1	2363005	2/24/18
2	3548547	2/24/18
3	3394319	2/24/18
4	3546810	10/12/17
5	1952549	2/3/18
6	3442435	10/12/17
7	3525461	2/3/2018
8	3483219	2/3/2018

S. Dixon

Proposed Rule Revision – Second Reading

At the August 8, 2017 Personnel Commission meeting, a proposed rule revision was presented for Rules 6.3 and 6.4 of the Rules & Regulations for the Classified Service. The intent of the revision is to provide a clearer definition of instances in which an existing employee, new to a classification, is entitled to consideration for a position which provides for a longer work day and/or work year. As a result of the discussion at the first reading, a revision was made as outlined in blue below.

6.3 Eligibility After Appointment

An eligibility list shall be used for full-time, part-time, regular, and limited-term assignments in the class. An eligible who accepts ~~part-time~~ employment to a position designated as less than 8 hours per day and/or less than 12 months per year shall continue to be eligible for ~~full-time~~ employment to positions designated as 8 hours per day and/or 12 months per year, and an eligible who accepts limited-term employment shall continue to be eligible for regular appointment, for the life of the eligibility list.

6.4 Removal of Names from Eligibility Lists

The name of an eligible candidate may be removed from an eligibility list by action of the Personnel Director for any one of the following reasons:

- A. A written request by the eligible for removal;
- B. Failure to respond within 5 working days after an inquiry regarding availability for employment has been mailed;
- C. Failure to respond for an interview after certification;
- D. Two waivers of an offer of regular, full-time employment; ~~or~~
- E. Acceptance of a 12 month, full-time (8 hours) position in the classification; ~~from the list.~~
- F. Three waivers of certification (Rule 6.10); ~~or~~
- G. Any of the causes listed in Rule 4.8.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 9/01/17

Classified Personnel

13 current/pending vacancies in 9 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
ATP	AG338	Intructional Assistant SpEd (Severe)	27.5	0.69	Selection interview 9/7/17
ATP	AI375	Intructional Assistant SpEd (Severe)	27.5	0.69	Selection interview 9/7/17
DG	AJ214	Intructional Assistant SpEd (BI)	30	0.75	Selection interview 9/7/17
TP	AA088	Secretary	40	1.00	Selection interview 9/11/17
DO	AI669	Workers' Comp, Benefits & HRIS Specialist	40	1.00	Selection interview 10/10/17
TRANS	AK204	School Bus Driver	20	0.50	Continuous recruitment
TRANS	AF521	School Bus Driver	20	0.50	Continuous recruitment
CCA Café	AJ075	Nutrition Services Assistant I	17.5	0.44	Continuous recruitment
CV Café	AI916	Nutrition Services Assistant I	12.5	0.31	Continuous recruitment
DG Café	AA231	Nutrition Services Assistant I	10	0.25	Continuous recruitment
MO	AA206	Maintenance Worker II	40	1.00	Selection interview 9/6/17
DO	AA007	Accounting Technician	40	1.00	TBD
DO	AA006	Accounting Specialist	40	1.00	Selection interview 9/22/17

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Coaches**, employment for the 2017-18 school year, effective 07/01/17 through 06/30/18, per attached supplement.
2. **Classified Substitutes**, employment for the 2017-18 school year, effective 07/01/17 through 06/30/18, per attached supplement.
3. **Dias, Maria**, Instructional Assistant-SpEd (SH), SR36, 68.75% FTE, La Costa Canyon-ATP, effective 08/28/17.
4. **Madueno, Eufracio**, Custodian Floater, SR33, 100.00% FTE, Facilities Department, effective 07/17/17.
5. **Serrano, Norma**, Instructional Assistant-SpEd (SH), SR36, 68.75% FTE, La Costa Canyon-ATP, effective 08/28/17.

Change in Assignment

1. **Daymude, David**, from Nutrition Services Transporter I, SR27, 25.00% FTE, San Dieguito High School Academy to 34.38% FTE, Oak Crest Middle School, effective 08/21/17.
2. **Hernandez, Thomas**, from Maintenance Worker II, SR40, 100.00% FTE, Facilities Department to Skilled Maintenance Worker, SR49, 100.00% FTE, effective 07/24/17.
3. **Luna, Leslie**, from Bilingual Receptionist, SR33, 100.00% FTE, District Office-Human Resources to Administrative Secretary, SR40, 100.00% FTE, San Dieguito High School Academy, effective 08/17/17.
4. **Roe-Gallacher, Marianne**, from Administrative Secretary, SR40, 62.50% FTE, Transportation Department to 100.00% FTE, effective 07/01/17.
5. **Santander, Maritza**, 7.5% stipend to perform duties outside of her classification of Information Systems Support Analyst, effective 07/01/17. Assignment of additional duties and corresponding compensation is anticipated to continue until the establishment of a new classification in the Student Information Services Unit.
6. **Snedeker, Tim**, from Instructional Assistant-SpEd (SH), SR36, 75.00% FTE, La Costa Canyon High School to Custodian Floater, SR33, 100.00% FTE, Facilities Department, effective 08/07/17.
7. **Tico, Becky**, from Instructional Assistant-SpEd (BI), SR36, 68.75% FTE, La Costa Canyon High School-ATP to 75.00% FTE, Diegueno Middle School, effective 08/28/17.
8. **Valencia, Anthony**, from Campus Supervisor, SR32, 48.75% FTE, San Dieguito High School Academy to 100.00% FTE, Diegueno Middle School, effective 08/28/17.

Leave of Absence

1. **Gonzalez, Michael**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, La Costa Canyon High School-ATP, requests a 100.00% Unpaid Leave of Absence effective 08/28/17 through 12/15/17. Michael plans to resume his 48.75% assignment on 12/16/17.

Resignation

1. **Buckley, Alex**, Custodian Floater, SR33, 100.00% FTE, Facilities Department, resignation effective 08/04/17.
2. **Howe, LeeAnn**, Risk Management Technician, SR42, 100.00% FTE, Purchasing and Risk Management Department, resignation for the purpose of retirement, effective 09/15/17.
3. **Thompson, Marisa**, Administrative Secretary, SR40, 75.00% FTE, District Office-Special Education, effective 08/04/17.

sj
8/17/17
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Classified Personnel Supplement, August 17, 2017

Classified Substitute

Marquez Aragon, Sandibel, effective 07/31/2017

Ptrynska, Eva, effective 7/31/2017

Coach

TPHS - Walk On Coach

Ahles, Miles, Football, Junior Varsity Assistant, Torrey Pines, Fall Season, effective 07/31/2017