

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

Regular Meeting Agenda

3:30 P.M., November 13, 2018

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office - Large Board Room

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the November 13, 2018, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the November 13, 2018 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the October 9, 2018 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the October 9, 2018 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, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional-Dual Certification, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for DIRECTOR OF PURCHASING, Management Salary Group 5, Range 10, Open/Promotional-Dual Certification, six months eligibility.
 - D. Motion by _____, second by _____, to establish an Eligibility List for Executive Assistant, Confidential SR 1, Open/Promotional-Dual Certification, six months eligibility.
 - E. Motion by _____, second by _____, to establish an Eligibility List for Chief Financial Officer, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, eligibility from 10/10/18.
 - B. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory Range , Open/Promotional, eligibility from 10/11/18.
 - C. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR 25, Open/Promotional-Dual Certification, eligibility from 10/17/18.

- D. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non-Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 10/25/18.
- E. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe), SR-36, Open/Promotional, eligibility from 10/25/18.

7. APPOINTMENT OF PERSONNEL COMMISSIONER

The term for the “Joint Appointee” commissioner, Jeffery Charles, will expire on December 1, 2018. The Appointee of the Classified Employees (John Baird) and the Appointee of the Governing Board (Justin Cunningham) will need to determine whether or not to announce Jeffery Charles as their “Intended Appointee” for the December 1, 2018 – December 1, 2021 term. If this determination is not made, next steps for filling the “joint appointee” commissioner position will need to be discussed and determined.

- A. Motion by _____, second by _____, to publicly announce Jeffery Charles as the “Intended Appointee” of the Appointee of the Classified Employees and the Appointee of the Governing Board.

8. PUBLIC HEARING DATE

Upon announcing their “Joint Appointee”, the Appointee of the Classified Employees and the Appointee of the Governing Board will set a date for an open public hearing (after 30 days) on the qualifications of the “Intended Appointee”.

- A. Motion by _____, second by _____, to set an open public hearing date after December 13, 2018.

9. DISCIPLINARY HEARING

- B. Motion by _____, second by _____, to appoint _____ as the hearing officer for the upcoming employee disciplinary hearing. Availability of all parties will be discussed as part of this item. *Please note this item was postponed from the special meeting held on November 8, 2018. Additional information was needed before a decision could be made. The Director will provide this information in advance of the motion.*

10. JOB DESCRIPTION UPDATES

- A. Motion by _____, second by _____, to approve class description revisions for Secretary as proposed.
- B. Motion by _____, second by _____, to approve class description revisions and retitle Administrative Secretary - Middle School to Administrative Assistant I as proposed.
- C. Motion by _____, second by _____, to approve class description revisions and retitle Administrative Secretary to Administrative Assistant II as proposed.
- D. Motion by _____, second by _____, to approve class description revisions and retitle Administrative Assistant to Administrative Assistant III as proposed.
- E. Motion by _____, second by _____, to retitle Administrative Assistant – High School to Administrative Assistant IV (job description was previously updated).
- F. Motion by _____, second by _____, to retitle the classification of Chief Financial Officer to Director of Fiscal Services as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report

- B. Personnel List Report
- C. Other

12. CORRESPONDENCE

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

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 11, 2018, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

15. CLOSED SESSION

- A. Annual Evaluation of Director, Classified Personnel
- B. Administrative Process

16. ADJOURNMENT