

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

Regular Meeting Agenda

3:30 P.M., March 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 March 13, 2018, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the March 13, 2018 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the February 13, 2018 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the February 13, 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 ASSISTANT-ASB, SR-40, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification continuous filing, eligibility from 2/08/18.
 - B. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory SR-4, Promotional Only, eligibility from 2/22/18.
 - C. Motion by _____, second by _____, to approve an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, eligibility from 2/23/18.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. LEGISLATIVE UPDATE (handout to be provided)
8. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List Report
 - C. Other

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, April 10, 2018, 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., February 13, 2018
710 Encinitas Blvd., Encinitas, CA 92024
San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by PATRICIA SPIRIT, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Spirit.

Members in Attendance

Kamran Azimzadeh
John Baird
Patricia Spirit

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Laura August
Tina Peterson

3. APPROVAL OF AGENDA FOR THE FEBRUARY 13, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve the agenda for the February 13, 2018, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE JANUARY 16, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the minutes for the January 16, 2018, Personnel Commission Regular Meeting.

Passed with suggested amendment from Commissioner Baird regarding the summary of the first reading of the proposed revision to Rule 10.1

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to establish an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory SR-4, Promotional Only, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 1/12/18.

- B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve an Eligibility List for CUSTODIAN - FLOATER, SR-33 Open/Promotional-Dual Certification, eligibility from 1/31/18.

Both passed unanimously

7. CLASSIFICATION REVIEW

A. Nutrition Services Series

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD to revise the Licensing and Certification sections of the class descriptions for all classifications in the Nutrition Services family to comply with applicable regulations.

B. Nutrition Services Supervisor

It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH to revise the job description for the classification of Nutrition Services Supervisor as proposed.

Both passed unanimously

- 8. RULE REVISIONS – SECOND READ, Amended on agenda to have each rule revision listed individually at Commissioner Baird’s request.

Rule 5.2- It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD to approve a revision to Rule 5.2 of the Rules and Regulations for the Classified Service. (Alternative exam date for candidate can be considered providing it does not delay the certification process of filling the current position)

Passed unanimously

Rule 6.16- It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH to approve a revision to Rule 6.16 of the Rules and Regulations for the Classified Service. (Transfer of certain exam scores permitted within a two year period of time)

Passed unanimously

Rule 10.1- It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD to approve a revision to Rule 10.1 of the Rules and Regulations for the Classified Service. (Evaluation cycle of probationary employees to correspond with bargaining unit agreement, excluding management employees)

Passed unanimously with formatting/wording edits as discussed

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Director Dixon reported that the 2018 CSPCA Conference-San Diego was a success. Commissioner Baird found the sessions presented this year to be exceptional.

A. Vacancy Report

B. Personnel List Report

10. CORRESPONDENCE-None

11. PUBLIC COMMENTS

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A. California School Employees Association – None

B. San Dieguito Union High School District – The District thanked Director Dixon for efforts in recruiting for School Bus Drivers, acknowledging a current nationwide shortage of drivers.

C. Public – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 13, 2018, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT- 4:08 pm.

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

Effective: 02/08/18
Expiration: Continuous

School Bus Driver

Rank	Applicant ID	Expires
1	21743197	08/08/18

S. Dixon

San Dieguito Union High School District
Personnel Commission

Eligibility List

Promotional

Effective: 02/22/2018

Expiration: 08/22/2018

Nutrition Services Supervisor

Promotional

Rank	Applicant ID
1	3692592
2	1876473
3	3240740

S. Dixon

San Dieguito Union High School District
Personnel Commission

Eligibility List

Receptionist

Open/Promotional - Dual Certification

Effective: 2-23-18

Expiration: 8-23-18

Rank	Applicant ID
1	2224734
2	2332967
3	2126345
4	2936114
4	1601789
4	3426287
5	831674
6	2526191
6	3666242
6	2113665
6	1005938
6	3680123
7	3143916
7	798370
7	742247
8	3290326

S. Dixon

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 3/8/18

Classified Personnel

6 current/pending vacancies in 6 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
LCC	AA004	Accounting Assistant-ASB	40	1.00	Selection interview after 4/2/18
FAC	AH909	Maintenance Worker II	40	1.00	Selection interview after 3/20/18
TP	AA313	Campus Supervisor	40	1.00	Selection interview after 4/16/18
EW	AI918	Nutrition Services Assistant I	10	0.25	Selection interview after 3/28/18
DG	AI328	Instructional Assistant SpEd (Non Severe)	15	0.38	Selection interview 3/29/18
TRANS	AF521	School Bus Driver	20	0.50	Continuous recruitment

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Substitutes**, employment for the 2017-18 school year, effective 01/01/18 through 06/30/18, per attached supplement.
2. **Barney, Brooke**, Health Technician, SR35, 75.00% FTE, Earl Warren Middle School, effective 01/30/18.
3. **Miller, Michelle**, Secretary, SR36, 100.00% FTE, Oak Crest Middle School, effective 01/24/18.
4. **Segovia, Sergio**, Custodian, SR32, 100.00% FTE, Canyon Crest Academy, effective 01/26/18.
5. **Truxaw, Brian**, Custodian, SR32, 100.00% FTE, Canyon Crest Academy, effective 01/29/18.

Change in Assignment

1. **Gilbert, Douglas**, from Director of Purchasing and Risk Management, Management G5,R4, 100.00% FTE, Purchasing and Risk Management Department, to Director of Purchasing, Management G5,R10, 100.00% FTE, effective 02/01/18.

Resignation

1. **Ceasar, Daryl**, Campus Supervisor, SR32, 48.75% FTE, La Costa Canyon High School, resignation effective 01/07/18.
2. **Mauer, Mark**, School Bus Driver, SR38, 90.62% FTE, Transportation Department, resignation for the purpose of retirement, effective 01/09/18.
3. **Stinchcomb, Anita**, School Bus Driver, SR38, 75.00% FTE, Transportation Department, effective 12/30/17.

Classified Personnel Supplement, February 8, 2018

Classified Substitutes

Liu, Min, effective 1/17/2018
Purstell, Leszlie, effective 1/25/2018
Thomsen, Helen, effective 1/19/2018
Varela, Cynthia, effective 1/19/2018
Vena, Marjan, effective 1/22/2018