

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

Regular Meeting Agenda

3:30 P.M., January 22, 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 January 22, 2019, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the January 22, 2019 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the December 18, 2018 Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the minutes for the December 18, 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 HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.
 - B. 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 DIRECTOR OF FISCAL SERVICES, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, eligibility from 12/13/18.
 - B. Motion by _____, second by _____, to approve an Eligibility List for EXECUTIVE ASSISTANT, Confidential Salary Range 1, Open/Promotional-Dual Certification, eligibility from 1/15/19.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List Report
 - C. Other
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

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 12, 2019, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

11. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., December 18, 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 3:34 p.m. by JOHN BAIRD. As Vice-Chair, Commissioner Baird chaired the meeting.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Sheila Graciano

Debbie Johnson

April Llamas

3. APPROVAL OF THE AGENDA FOR THE DECEMBER 18, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the December 18, 2018, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE NOVEMBER 13, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the November 13, 2018, Personnel Commission Regular Meeting.

Passed unanimously

5. APPROVAL OF THE MINUTES FOR THE NOVEMBER 8, 2018, PERSONNEL COMMISSION SPECIAL MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes for the November 8, 2018, Personnel Commission Special Meeting.

Passed unanimously

ACTION ITEMS

6. Public Hearing: Appointment of Personnel Commissioner

At the regularly scheduled Personnel Commission meeting held on November 13, 2018, John Baird (CSEA appointed commissioner) and Justin Cunningham (Board appointed commissioner) publicly announced that Jeffery Charles is their intended “joint-appointee” to the Personnel Commission for the December 1, 2018-December 1, 2021 term of service.

- A. Commissioner Baird Opened the Public Hearing
- B. Call for Public Comment – No speaker slips were submitted for this item, members of the audience expressed support for the appointment.
- C. Commissioner Baird Closed the Public Hearing

7. Appointment of Personnel Commissioner

The Appointee of the Governing Board and the Appointee of the Classified Employees appoint Jeffery Charles to the December 1, 2018 - December 1, 2021 term.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to appoint Jeffery Charles to the Personnel Commission for the December 1, 2018 - December 1, 2021 term.

Passed with two votes

8. Organization of the Personnel Commission:

A. Nomination/Election of Chair for the Personnel Commission

Open Nominations for Chair for the Personnel Commission

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, that nominations be closed and that JOHN BAIRD be elected Chair of the Personnel Commission for 2019.

Passed unanimously

B. Nomination/Election of Vice-Chair for the Personnel Commission

Open Nominations for Vice Chair for the Personnel Commission

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, that nominations be closed and that JUSTIN CUNNINGHAM be elected Vice-Chair of the Personnel Commission for 2019.

Passed unanimously

C. Personnel Commission Meeting Dates and Times

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the schedule for the regular meetings of the Personnel Commission for 2019 as listed on the attached supplement, “Personnel Commission Meeting Schedule 2019,” to be held at 3:30 P.M. in the District Office Board Room #101 or alternate room, depending on availability.

Passed unanimously

9. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

10. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for ACCOUNTING SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 11/08/18.

Passed unanimously

- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional-Dual Certification, eligibility from 11/28/18.

Passed unanimously

C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for DIRECTOR OF PURCHASING, Management Salary, Group 5, Range 10, Open/Promotional-Dual Certification, eligibility from 12/06/18.

Passed unanimously

D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, eligibility from 12/07/18.

Passed unanimously

11. JOB DESCRIPTION UPDATES

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve class description revisions for Senior Buyer as proposed.

Sheila Graciano, an incumbent, completed a speaker slip and spoke on this item. Ms. Graciano gave an overview of the changes that have occurred in Purchasing related to staffing. The department used to have more staff members (e.g. Purchasing Assistants, secretarial) who supported purchasing functions. Commissioner Baird asked for clarification regarding layoffs that were mentioned in the report. Ms. Graciano emphasized that with just two incumbents, in order to deliver a high level of customer service (e.g. have materials in classrooms for teachers when orders are placed last minute), they work beyond their set schedules. Commissioner Charles said he would imagine that the number of requisitions/volume of paperwork would have increased for the buyers since shifting to a direct-ship model because orders need to be placed more often than in a warehouse-model. Ms. Graciano stated that she wanted to make the commissioners aware, and has made administrators aware, that staffing continues to be an issue in the department.

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve class description revisions for Accounting Assistant – ASB as proposed.

Both passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Other

13 CORRESPONDENCE- Director Dixon shared information regarding the employee hearing scheduled to start on January 16, 2019. The hearing officer, Kristine Kwong, informed the Director that the schedule for hearings is typically 9:00 AM-12:00 PM, break for lunch, then resume from 1:30 PM-5:00 PM. The commissioners agreed to this schedule. Ms. Kwong requested preliminary information to facilitate preparations for witness testimony and presentations of exhibits. Director Dixon was to provide basic information and ask for Ms. Kwong's opinion as to what other information was appropriate for her to obtain in advance of the hearing. Her response would be shared with the commissioners when received.

14. 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 – Carmen Blum stated that they looked forward to a fair hearing.
- B. San Dieguito Union High School District - None
- C. Public - None

15. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 22, 2019, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

16. ADJOURNED – 4:40 PM

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

Effective: 12/13/18
Expiration: 06/13/19

Director of Fiscal Services

Rank	Applicant ID
1	1639169
2	3873649
3	2842944
3	1874608
4	3884801
5	573046

S. Dixon

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

**Effective: 1/15/19
Expiration: 7/15/19**

Executive Assistant

Rank	Applicant ID
1	388183
2	751897
2	3886658
3	1762385
4	3891809
4	2129857
4	1357090
4	3892308
5	3887189
6	1144429
7	3894562

S. Dixon

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 1/16/19

Classified Personnel

10 current/pending vacancies in 8 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
DO	AA010	Accounting Technician	40	1.00	Selection interview January 24, 2019
TRANS	AI895	School Bus Driver	20	0.50	Continuous recruitment
TRANS	AA498	School Bus Driver	20	0.50	Continuous recruitment
MO	AJ407	Administrative Secretary	40	1.00	Selection interview January 18, 2019
DO	AJ284	Executive Assistant	40	1.00	Selection interview late January 2019
DO	AA053	Executive Assistant	40	1.00	Selection interview January 18, 2019
CV	AJ224	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview January 17, 2019
ATP	AJ180	Instructional Assistant SpEd Severe	27.5	0.69	Selection interview January 24, 2019
MO	AH698	Maintenance Worker II	40	1.00	Selection interview February 2019
DG	AA345	Health Technician	30	0.75	Selection interview February 2019

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2018-19 school year per attached supplement through 06/30/19.
2. **Classified Substitutes**, per attached supplement.
3. **Classified A.V.I.D. Tutors**, employment for the 2018-19 school year per attached supplement through 06/30/19.
4. **Beyer, Kent**, Nutrition Services Supervisor, Supervisory SR4, 100.00% FTE, Canyon Crest Academy, effective 11/07/18.
5. **Bostwick, Linda**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, San Dieguito High School Academy, effective 12/05/18.
6. **Chodorow, Suzanne**, Instructional Assistant-SpEd (S), SR36, 75.00% FTE, Pacific Trails Middle School, effective 11/07/18.
7. **D'Emilio, Michael**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School, effective 11/26/18.
8. **Fisher, Jill**, Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School, effective 10/29/18.
9. **Ohrazda, Christina**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School, effective 12/03/18.
10. **Pacheco-Cortez, Laura**, Instructional Assistant-Bilingual, SR31, 46.87% FTE, Oak Crest Middle School, effective 10/30/18.
11. **Schrager, Gabriel**, Instructional Assistant-SpEd (S), SR36, 75.00% FTE, Torrey Pines High School, effective 11/26/18.
12. **Thompson, Chana**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 11/26/18.

Change in Assignment

1. **Dias, Maria**, from Instructional Assistant-SpEd (S), R36, 68.75% FTE, La Costa Canyon High School-ATP, to 75.00% FTE, Oak Crest Middle School, effective 11/01/18.
2. **Gilbert, Douglas**, from Director of Purchasing, Management G5,R10, 100.00% FTE, Purchasing and Risk Management Department, to Contracts Analyst, SR62, 100.00% FTE, Purchasing and Risk Management Department, effective 12/03/18.
3. **Gonzales, Maricelia**, from Accounting Technician, SR42, 100.00% FTE, District Office-Finance Department, to Accounting Specialist, SR52, 100.00% FTE, District Office-Finance Department, effective 11/14/18.
4. **Helmen, Mary**, from Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School to 75.00% FTE, La Costa Canyon High School, effective 11/07/18.

Release of Probationary Employee

1. **Employee Number 377-930**, School Bus Driver, SR38, 70.87% FTE, Transportation Department, effective 11/07/18.

Resignation

1. **Greenbaum, Donna**, Administrative Secretary, SR40, 100.00% FTE, Facilities Department, resignation for the purpose of retirement, effective 12/28/18.

Classified Personnel Supplement, December 13, 2018

Avid Tutor

Estes, Erin, effective 11/08/2018
Francisco-Felipe, Raul, effective 10/31/2018
Lamonte, Marissa, effective 11/02/2018
Serrano, Gemma, effective 11/09/2018
Smith, Christopher, effective 11/14/2018

Classified Artist in Residence

Jayasimha, Marguerite, Pacific Trails Middle School, VPA with Julian Johnson, effective 10/29/2018

Classified Substitutes

Chen, Qi, effective 11/20/2018
de la Cruz, Michele effective 11/14/2018
Enugurthi, Kavitha, effective 11/20/2018
Freeland Rebekah, effective 11/20/2018
Porup, Kristen, effective 11/20/2018
Sorensen, Leah, effective 11/20/2018