

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

Regular Meeting Minutes

4:00 P.M., December 15, 2015
800 Santa Fe Drive, Encinitas, CA 92024
San Dieguito HS Academy, B Building Conference Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 4:15 P.M. by David Holmerud, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Holmerud.

Members in Attendance

John Baird

David Holmerud

Terry King

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Matt Colwell, CSEA President

Scott Hendries, CSEA Labor Relations Representative

3. APPROVAL OF AGENDA FOR THE DECEMBER 15, 2015, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by TERRY KING, to approve the agenda for the December 15, 2015, Personnel Commission Regular Meeting.

Passed unanimously.

Commissioner Baird presented Commissioner Holmerud with Plaque of Appreciation for two decades of service on the Personnel Commission.

ACTION ITEMS

4. APPROVAL OF THE MINUTES FOR THE NOVEMBER 17, 2015, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the minutes for the November 17, 2015, Personnel Commission Regular Meeting.

Passed unanimously.

5. ORGANIZATION OF THE PERSONNEL COMMISSION

A. Election of Chair for the Personnel Commission

It was moved by TERRY KING, seconded by JOHN BAIRD, that John Baird be nominated as Chair of the Personnel Commission for 2016.

Passed unanimously.

It was moved by TERRY KING, seconded by JOHN BAIRD, that nominations be closed. Commissioner Baird is elected as Chair of the Personnel Commission for 2016.

Passed unanimously.

B. Election of Vice-Chair for the Personnel Commission

It was moved by JOHN BAIRD, seconded by TERRY KING, that Terry King be nominated as Vice-Chair of the Personnel Commission for 2016.

Passed unanimously.

It was moved by JOHN BAIRD, seconded by TERRY KING, that nominations be closed. Commissioner King is elected as Vice-Chair of the Personnel Commission for 2016.

Passed unanimously.

C. Approve 2016 Calendar of Personnel Commission Meeting Dates and Times

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the schedule for the regular meetings of the Personnel Commission for 2016 as listed on the attached supplement, "Personnel Commission Meeting Schedule, 2016," to be held at 4:00 P.M. in the District Office Board Room #101.

Discussion: Terry King proposed the October 2016 meeting be scheduled for October 25, 2016 due to vacations scheduled earlier that month. Scott Hendries suggested the November 2016 meeting be scheduled for November 15, 2016 because November 8 is Election Day. John Baird asked if a start time later than 4:00 PM would allow more employees to attend. Scott informed us that most employees end their workday by 4:00 PM and that should remain the meeting time.

Passed unanimously.

6. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list for SCHOOL PLANT SUPERVISOR, SR-39, Promotional Only, six months eligibility.

Passed unanimously.

B. It was moved by TERRY KING, seconded by JOHN BAIRD, to establish an eligibility list for SECRETARY, SR-36, Open/Promotional, six months eligibility.

Passed unanimously.

C. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list for NUTRITION SERVICES SUPERVISOR, Supervisory SR-4, Open/Promotional, six months eligibility.

Passed unanimously.

7. ELIGIBILITY LISTS TO BE APPROVED

It was moved by TERRY KING, seconded by JOHN BAIRD to approve eligibility lists for three classifications:

A. NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, continuous eligibility from 11/13/15.

B. HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility from 11/24/15.

C. REGISTRAR, SR-40, Open/Promotional, six months eligibility from 12/09/15.

Passed unanimously.

8. APPROVAL OF CLASS DESCRIPTION REVISIONS

- A. It was moved by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for CUSTODIAN, as shown in the attached supplements.
Passed unanimously.
- B. It was moved by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for CUSTODIAN FLOATER, as shown in the attached supplements.
Passed unanimously.
- C. It was moved by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for CUSTODIAN CREW LEADER, as shown in the attached supplements.
Passed unanimously.
- D. It was moved by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for NUTRITION SERVICES PRODUCTION ASSISTANT, as shown in the attached supplements.
Votes:
Ayes-Holmerud, King
No-Baird
Motion Passed with 2 votes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing Report

10. CORRESPONDENCE - None

11. 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 thanked Commissioner Holmerud for nearly twenty years of service on the Personnel Commission.
- B. San Dieguito Union High School District – None
- C. Public Comments – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 12, 2016, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

Personnel Commission meeting adjourned at 4:48 P.M.