

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

Regular Meeting Minutes

4:00 P.M., February 10, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 4:00 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

Corrie Amador, Director
Kathy Potter, Human Resources Technician

Guests

Laura August	Debbie Johnson
Chris Bennett	Margy Lara
Mike Bishop	Torrie Norton
Carmen Blum	Cindy Skeber
Matt Colwell	Joel Van Hooser
Sheila Graciano	George Vega
Lee Ann Howe	Lori Wilson

3. Approval of the Agenda for the February 10, 2015, Personnel Commission Regular Meeting.

Motion by JOHN BAIRD, second by TERRY KING, to approve the agenda for the February 10, 2015, Personnel Commission Regular Meeting.
Passed unanimously.
4. Approval of the Minutes for the January 6, 2015, Personnel Commission Special Meeting.

Motion by TERRY KING, second by JOHN BAIRD, to approve the minutes for the January 6, 2015, Personnel Commission Special Meeting.
Passed unanimously.
5. Approval of the Minutes for the January 13, 2015, Personnel Commission Regular Meeting.

Motion by JOHN BAIRD, second by TERRY KING, to approve the minutes for the January 13, 2015, Personnel Commission Regular Meeting.
Passed unanimously.

ACTION ITEMS

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. Motion by JOHN BAIRD, seconded by TERRY KING, to establish an Eligibility List for NUTRITION SERVICES ASSISTANT TRANSPORTER I, SR-27, Promotional, six months eligibility.
Passed unanimously.
- B. Motion by TERRY KING, seconded by JOHN BAIRD, to establish an Eligibility List for INFORMATION SYSTEMS SUPPORT TECHNICIAN, SR-44, Open/Promotional, six months eligibility.
Passed unanimously.
- C. Motion by JOHN BAIRD, seconded by TERRY KING, to establish an Eligibility List for CONSTRUCTION CONTRACTS ANALYST, SR-62, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously.

7. ELIGIBILITY LISTS TO BE APPROVED

- A. Motion by TERRY KING, second by JOHN BAIRD, to approve an Eligibility List for Human Resources Information Systems Support Analyst, SR-52, Open/Promotional-Dual Certification, six months eligibility from 1/29/15.
Passed unanimously.

CLASSIFICATION (See Supplements)

8. Approval of classification description revisions and reallocation for Telecommunications Technician

Motion by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions and reallocation from SR-51 to SR-52 for the Telecommunications Technician classification as shown in the attached supplements.
Passed unanimously.

9. Approval of classification description revisions for Information Systems Support Technician

Motion by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the Information Systems Support Technician classification as shown in the attached supplements.
Passed unanimously.

Personnel Commission requested salary information be provided to the CAC at the next meeting and brought back for information.

10. Approval of classification description revisions for Risk Management Technician

Motion by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for the Risk Management Technician classification as shown in the attached supplements. *Motions withdrawn, passed to TABLE.*

Personnel Commission requested salary information be provided to the CAC at the next meeting and brought back for information.

11. Approval of classification description revisions for School Bus Driver

Motion by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the School Bus Driver classification as shown in the attached supplements. *Motions withdrawn, passed to TABLE.*

Personnel Commission requested salary information be provided to the CAC at the next meeting and brought back for information.

DISCUSSION/INFORMATION ITEMS (See Supplements)

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing
- C. Revisions of the Personnel Commission Rules and Regulations

The Commission requested the Director create a project timeline for revision of the Rules and Regulations. Commissioner Baird requested a copy of the related sections of the CSPCA model rules be provided to the Commissioners with each proposed revision.

The Director and Barbara Bass continue visitation of employees at sites, the Special Education classrooms and Grounds Department- North. Future visits will be at the Grounds Department- South and Nutrition sites in the North. Director Amador plans a quarterly newsletter to highlight Classified employees in their work places.

13. CORRESPONDENCE

There was no correspondence.

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.

Commissioner Holmerud congratulated Director Amador for all of her work on the CSPCA Conference in January.

- A. California School Employees Association – None
- B. San Dieguito Union High School District – Torrie Norton mentioned Employee of the Year program is in progress at this time.
- C. Public Comments – None

15. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 10, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

16. ADJOURNMENT Personnel Commission meeting adjourned at 4:45 P.M.