

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

**Regular Meeting Minutes**

4:00 P.M., April 14, 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 John Baird, Commission Vice Chairperson.

2. Pledge of Allegiance  
The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird

Terry King

David Holmerud attended telephonically from Vigilant Hose Company, 25 West Main Street, Emmitsburg, MD 21727.

*Votes were taken by roll call.*

Staff in Attendance

Corrie Amador, Director

Guests

Alex Guerrero

Torrie Norton

Carmen Blum

Tina Peterson

Debbie Johnson

Sheila Graciano

3. Approval of the Agenda for the April 14, 2015, Personnel Commission Regular Meeting.  
Motion by TERRY KING, second by DAVID HOLMERUD, to approve the agenda for the April 14, 2015, Personnel Commission Regular Meeting.  
*Passed unanimously.*

4. Approval of the Minutes for the March 10, 2015, Personnel Commission Special Meeting.

Motion by DAVID HOLMERUD, second by TERRY KING, to approve the minutes for the March 10, 2015, Personnel Commission Special Meeting as amended.

*Passed unanimously.*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. Motion by TERRY KING, seconded by DAVID HOLMERUD, to establish an Eligibility List for Custodian - Floater, SR-33, Open/Promotional, six months eligibility.

*Passed unanimously.*

- B. Motion by DAVID HOLMERUD, seconded by TERRY KING, to establish an Eligibility List for Instructional Assistant Special Education (Non-Severe), SR-34, Open/Promotional – Dual Certification, six months eligibility.  
*Passed unanimously.*
- C. Motion by TERRY KING, seconded by DAVID HOLMERUD, to establish an Eligibility List for Secretary, SR-36, Open/Promotional, six months eligibility.  
*Passed unanimously.*
- D. Motion by DAVID HOLMERUD, seconded by TERRY KING, to establish an Eligibility List for Theater Technician, SR-41, Open/Promotional - Dual Certification six months eligibility.  
*Passed unanimously.*
- E. Motion by TERRY KING, seconded by DAVID HOLMERUD, to establish an Eligibility List for Facilities Planning Analyst, SR-62, Open/Promotional – Dual Certification, six months eligibility.  
*Passed unanimously.*

6. ELIGIBILITY LISTS TO BE APPROVED

- A. Motion by DAVID HOLMERUD, second by TERRY KING, to approve an Eligibility List for Information Systems Support Technician, SR-44, Promotional, six months eligibility.  
*Passed unanimously.*
- B. Motion by TERRY KING, second by DAVID HOLMERUD, to approve an Eligibility List for Accounting Technician, SR-42, Open/Promotional – Dual Certification, six months eligibility.  
*Passed unanimously.*
- C. Motion by DAVID HOLMERUD, second by TERRY KING, to approve an Eligibility List for Administrative Assistant, SR-42, Promotional, six months eligibility.  
*Passed unanimously.*
- D. Motion by TERRY KING, second by DAVID HOLMERUD, to approve an Eligibility List for Nutrition Services Transporter I, SR-27, Open/Promotional, six months eligibility.  
*Passed unanimously.*

**DISCUSSION INFORMATION ITEMS (See Supplements)**

- 7. Review of 2015-16 Proposed Personnel Commission Budget  
The Personnel Commission reviewed the 2015-16 proposed budget. It was recommended the amount proposed for Object 5200-020 Conference, Workshop, Seminars be increased from \$4,900 to \$7,000 due to increased travel costs to attend the Annual Conference in Anaheim. A public hearing and adoption are scheduled for the May 5, 2015 Regular meeting.

8. Chapter 2 and Chapter 3 Rule Revisions

The Personnel Commission reviewed the proposed changes recommended as part of the March 10, 2015 Regular meeting. Minor changes recommended for Chapter 2 will be included and a second read and adoption were scheduled for May 5, 2015, meeting for adoption. The Commission requested a legal opinion be obtained regarding Rule 3.13, "Effective Date of Reclassification," as to whether the Commission could reclassify a position retroactively. Chapter 3 will be brought back for additional discussion.

9. First Read: Personnel Commission Rule 6.1

A draft revision to Rule 6.1 was discussed. A second read and adoption were scheduled for May 5, 2015.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing

11. CORRESPONDENCE There was no correspondence.

12. 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.

California School Employees Association – None

San Dieguito Union High School District – Torrie Norton reported the District Office is going green and has removed the drinking fountain, which will be replaced with a filtered water station. Bottled waters will no longer be provided at meetings.

Public Comments – None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 5, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT TO CLOSED SESSION

Personnel Commission meeting adjourned to Closed Session at 4:54 P.M.

15. ADJOURNMENT

There was no action to report from closed session.  
The meeting adjourned at 5:07 P.M.