

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

Regular Meeting Minutes

4:00 P.M., June 9, 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 4:06 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

Carmen Blum
Matt Colwell
Alex Guerrero
Debbie Johnson
Tina Peterson
Adrienne St. George

3. Approval of the Agenda for the June 9, 2015, Personnel Commission Regular Meeting.
It was moved by TERRY KING, second by JOHN BAIRD, to approve the agenda for the June 9, 2015 regular personnel commission meeting.
Motion unanimously carried.

4. Approval of the Minutes for the May 5, 2015, Personnel Commission Regular Meeting.
It was moved by JOHN BAIRD, second by TERRY KING, to approve the minutes for the May 5, 2015 regular personnel commission meeting as amended.

Commissioner Baird requested his comment stated under 13.C be amended to read "Commissioner Baird requested Rule 2.15.C be added to the June 9 meeting for reconsideration."

Motion unanimously carried as amended.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by JOHN BAIRD, to establish an eligibility list for Administrative Secretary, SR-40, Open/Promotional, six months eligibility.
Motion unanimously carried.

B. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list for Human Resources Technician, SR-42, Open/Promotional-Dual Certification, six months eligibility.
Motion unanimously carried.

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by TERRY KING, second by JOHN BAIRD, to approve an eligibility list for Custodian - Floater, SR-33, Open/Promotional-Dual Certification, six months eligibility from 5/7/15.
Motion unanimously carried.

B. It was moved by JOHN BAIRD, second by TERRY KING, to approve an eligibility list for School Plant Supervisor – Middle School, SR-39, Promotional, six months eligibility from 5/14/15.
Motion unanimously carried.

C. It was moved by TERRY KING, second by JOHN BAIRD, to approve an eligibility list for Accounting Assistant, SR-40, Open/Promotional-Dual Certification, six months eligibility from 5/22/15.
Motion unanimously carried.

D. It was moved by JOHN BAIRD, second by TERRY KING, to approve an eligibility list for Custodian, SR-32, Open/Promotional-Dual Certification, six months eligibility from 6/3/15.
Motion unanimously carried.

CLASSIFICATION (See Supplements)

7. APPROVAL OF CLASS DESCRIPTION REVISIONS

A. Learning Commons Technician

a. It was moved by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the Learning Commons Technician as presented.

Ayes: Holmerud, King

Noes: Baird

Motion carried by 2-1 vote

b. It was moved by JOHN BAIRD, second by TERRY KING, to establish an eligibility list for Learning Commons Technician, SR-40, Open/Promotional-Dual Certification, six months eligibility.

Motion unanimously carried.

B. Risk Management Technician

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the Risk Management Technician classification as presented.

Ayes: Holmerud, King

Noes: Baird
Motion carried by 2-1 vote

C. Human Resources Technician

It was moved by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for the Human Resources Technician classification as presented.

Ayes: Holmerud, King
Noes: Baird
Motion carried by 2-1 vote

8. APPROVAL OF ANNUAL MEMBERSHIPS AND SERVICE AGREEMENTS

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the renewal of annual memberships and service agreements for the 2015-16 fiscal year as presented.

Motion unanimously carried.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. PERSONNEL COMMISSION RULES – Rule 4.9

This item was placed on the agenda at the request of Mr. Scott Hendries, Labor Relations Representative for CSEA. Mr. Hendries was not in attendance at the meeting. The Commissioners agreed to carry the item forward to the July 14, 2015 agenda.

10. PERSONNEL COMMISSION RULES – Rule 2.15.C

After discussion, the Commissioners agreed to carry this item forward for further discussion on the July 14, 2015 agenda.

11. PERSONNEL COMMISSION RULES – Chapter 3

After discussion, the Commissioners agreed to carry this item forward for further discussion on the July 14, 2015 agenda.

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. The Vacant Positions report dated 6/4/15 was submitted as information.
- B. The Personnel Lists dated 5/21/15 and 6/4/15 were submitted as information.
- C. Director Amador shared the Merit newsletter for June 2015 with the Commissioners. Director Amador also shared with the Commissioners the passing of Ms. Tricia Kelly, Secretary in Adult Education.

13. CORRESPONDENCE

The approval letter from the San Diego County Office of Education for the 2015-16 personnel commission budget was submitted as information.

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 – None

B. San Dieguito Union High School District – Ms. Tina Peterson reported they are busy wrapping up the school year and gearing up for next year.

C. Public Comment

Commissioner Baird stated he thought the Merit newsletter was excellent and requested the next edition include information regarding the process for reclassification. He also stated he was honored to attend the retiree and employee of the year celebration event put on by the District and Board of Trustees.

15. NEXT PERSONNEL COMMISSION MEETING

It was confirmed the next regular meeting of the Personnel Commission is scheduled for Tuesday, July 14, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024. This item was discussed prior to the Closed Session.

16. CLOSED SESSION

The Commission convened to Closed Session at 5:48 PM to discuss the evaluation of the Director. There was nothing to report.

17. ADJOURNMENT

The meeting adjourned at 6:10 PM.