

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

Regular Meeting Minutes

4:00 P.M., January 12, 2016
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 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

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Laura August

Carmen Blum

Matt Colwell

Sheila Graciano

Scott Hendries

Debbie Johnson

Carlos Magana

3. APPROVAL OF AGENDA FOR THE JANUARY 12, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by DAVID HOLMERUD, to approve the agenda for the January 12, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

ACTION ITEMS

4. APPROVAL OF THE MINUTES FOR THE DECEMBER 15, 2015, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by DAVID HOLMERUD, seconded by TERRY KING, to approve the minutes for the December 15, 2015, Personnel Commission Regular Meeting.

Passed unanimously with addition from Commissioner Baird.

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by DAVID HOLMERUD, to establish an eligibility list for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously.

- B. It was moved by DAVID HOLMERUD, seconded by TERRY KING, to establish an eligibility list for ADMINISTRATIVE SECRETARY-MIDDLE SCHOOL, SR-38, Open/Promotional, six months eligibility.
Passed unanimously.
- C. It was moved by TERRY KING, seconded by DAVID HOLMERUD, to establish an eligibility list for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously.

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by DAVID HOLMERUD, seconded by TERRY KING, to approve an Eligibility List for NUTRITION SERVICES PRODUCTION ASSISTANT, SR-33, Open/Promotional, eligibility from 12/11/15.
Passed unanimously.
- B. It was moved by TERRY KING, seconded by DAVID HOLMERUD, to approve an Eligibility List for SCHOOL PLANT SUPERVISOR, SR-39, Promotional Only, eligibility from 12/17/15.
Passed unanimously.
- C. It was moved by DAVID HOLMERUD, seconded by TERRY KING, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional, eligibility from 12/18/15.
Passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report- Commissioner Baird asked to have names matched
- B. Employment Listing Report

8. CORRESPONDENCE - None

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 – Scott Hendries announced an agreement has been reached in negotiations.
- B. San Dieguito Union High School District – Tina Peterson applauded Director Dixon on a “great job”
- C. Public Comments – John Baird questioned the Closed Session wording. Terry King stated the wording is a legal requirement that has been used for the past twenty years.

10. CLOSED SESSION - Evaluation of Director of Classified Personnel

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 9, 2016, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

Personnel Commission meeting adjourned to closed session at 4:18 P.M.