

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

Regular Meeting Minutes

4:00 P.M., March 8, 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 4:04 P.M. by JOHN BAIRD, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird
Terry King
Patricia Spirit

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Carmen Blum
Sheila Graciano
Scott Hendries
Tina Peterson

3. APPROVAL OF AGENDA FOR THE FEBRUARY 9, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the agenda for the March 8, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

ACTION ITEMS

4. APPROVAL OF THE MINUTES FOR THE FEBRUARY 9, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the February 9, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an eligibility list for SKILLED MAINTENANCE WORKER, SR-49, Promotional Only, six months eligibility.

Passed unanimously.

B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an eligibility list for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously.

C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an eligibility list for THEATER TECHNICIAN, SR-41, ASSISTANT, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously.

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, eligibility from 2/05/16.
Passed unanimously.

B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for JOB PLACEMENT ASSISTANT, SR-35, Promotional Only, eligibility from 2/19/16.
Passed unanimously.

C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, eligibility from 2/11/16.
Passed unanimously.

D. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional–Dual Certification, eligibility from 2/10/16.
Passed unanimously.

E. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 2/11/16.
Passed unanimously.

7. CLASSIFICATION REVIEW, Maintenance Worker II

A. Director Dixon presented additional information comparing the difference between basic tasks and complex projects completed independently, as well as the frequency that certain tasks are completed. Salary data will be provided at the May 10, 2016 Personnel Commission meeting, to allow comparison districts time to reach negotiation settlements.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing Report

9. CORRESPONDENCE – None

10. 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 commented that the vacancy report has very few positions unfilled.
- B. San Dieguito Union High School District – Tina Peterson added that Classified Personnel has been busy filling positions.
- C. Public – Director Dixon and Commissioner Baird reported there were good speakers at the CSPCA Conference they attended last month. Susan Dixon highlighted the Employee of the Year program and employee recognition events to take place in May.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 12, 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 5:13 P.M.

13. CLOSED SESSION - Evaluation of Director of Classified Personnel