

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

Regular Meeting Minutes

4:00 P.M., April 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 4:05 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

Tina Peterson

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

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the amended agenda for the April 12, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

4. APPROVAL OF THE MINUTES FOR THE MARCH 8, 2016, PERSONNEL COMMISSION REGULAR MEETING.

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

Passed unanimously.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT Sp Ed (Non Severe) SR-34, Open/Promotional-Dual Certification, eligibility from 3/18/16.

Passed unanimously.

B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, eligibility from 4/05/16.

Passed unanimously.

6. CLASSIFICATION REVIEW, Nutrition Services Supervisor-Canyon Crest Academy
 - A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions to Nutrition Services Supervisor.
Passed unanimously.
 - B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve revisions to Food Services Coordinator class description, including revising the title to Nutrition Services Coordinator to match current department name.
Passed unanimously.
 - C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve reallocation of the Nutrition Services Coordinator classification to a new range on the Supervisory Employees Salary Schedule which reflects a 15% differential between the Nutrition Services Supervisor and Nutrition Services Coordinator to recognize the broader scope of responsibility.
Passed unanimously.
 - D. It was moved by PATRICIA SPIRIT seconded by TERRY KING, to reclassify the Nutrition Services Supervisor position at Canyon Crest Academy, and incumbent Carolyn Underhill, to the Nutrition Services Coordinator based on the continuing needs of the District and the gradual accretion of duties over a minimum two year period.
Passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. PROPOSED 2016-17 PERSONNEL COMMISSION BUDGET REPORT - Director Dixon submitted a draft proposal and explained changes to the budget for 2016-17.
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 - None
 - B. San Dieguito Union High School District – None
 - C. Public – Carmen Blum stated that Matt Colwell could not attend today's meeting.
11. NEXT PERSONNEL COMMISSION MEETING
The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 10, 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 at 5:16 P.M.