

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

Regular Meeting Minutes

3:30 P.M., January 10, 2017
710 Encinitas Boulevard, Encinitas, CA 92024
San Dieguito Union High School District Office

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by TERRY KING, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner King.

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

Debbie Johnson

Tina Peterson

3. APPROVAL OF AGENDA FOR THE JANUARY 10, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the January 10, 2017, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE DECEMBER 13, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the December 13, 2016, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for LEARNING COMMONS TECHNICIAN, SR-40, Open/Promotional Dual Certification, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT-TRANSPORTER I, SR-27, Open/Promotional, eligibility from 12/8/16.

Passed unanimously

- B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, eligibility from 12/13/16.

Passed unanimously

7. SECOND READ: RULE 8.1

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve as a Second Reading, the rule revision to Rule 8.1 of the Rules and Regulations for Classified Service.

Passed unanimously

8. CLASSIFICATION REVISIONS

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve class description revisions for Construction Projects Manager - II.

Director Dixon stated this class was established in 2009, but not filled until the current need.

Passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Personnel List Report

10. CORRESPONDENCE

None

11. 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 – The early tell retirement incentive of 5% was offered to all employees to facilitate staffing and establishment of eligibility lists.

C. Public – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 14, 2017, at 3:30 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

The Personnel Commission meeting adjourned at 3:48 p.m.