

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

**Regular Meeting Minutes**

710 Encinitas Blvd., Encinitas, CA 92024  
San Dieguito Union High School District Office - Board Room

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**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

Guests

Carmen Blum

Tina Peterson

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

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

*Passed unanimously*

4. APPROVAL OF THE MINUTES FOR THE SEPTEMBER 7, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the minutes for the September 7, 2017, Personnel Commission Regular Meeting.

*Passed unanimously*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED

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

B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for LOSS CONTROL ANALYST, SR-60, Open/Promotional-Dual Certification, six months eligibility.

*Both 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 SECRETARY, SR-36, Open/Promotional-Dual Certification, eligibility from 9/07/17.

*Passed unanimously*

- B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT to approve an Eligibility List for ACCOUNTING SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 9/20/17.  
*Passed unanimously*
- C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, update to continuous filing list as of 10/4/17.  
*Passed unanimously*

7. CLASSIFICATION REVIEW

A. Information Systems Support Supervisor

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish a new classification of Information Systems Support Supervisor as proposed with a revision to the job description specifying that supervision and evaluation of SIS unit staff is in conjunction with the Associate Superintendent.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to recommend to the governing board allocation of the classification of Information Systems Support Supervisor to Range 7 of the Supervisory Salary Schedule.

*Both passed unanimously*

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

8. RULE 14.5 REVISION-First Read

Commissioner Baird asked several questions regarding the proposed rule revision. A discussion ensued in which answers to questions were provided. The commissioners determined that the proposed rule revision is in the best interest of the District and employees and there were no objections to the proposed rule revision from the public. As such, it will be brought as an action item to the next commission meeting.

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

10. CORRESPONDENCE

Director Dixon shared SDUHSD Board's Intention to Appoint Dr. Justin Cunningham as the Personnel Commissioner to replace Terry King.

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 – None
- C. Public – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 14, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

The meeting was scheduled to adjourn to Closed Session to conduct the evaluation of Director Dixon. Commission Chair King, with the consent of Commissioners Baird and Spirit, requested amending the agenda to conduct the evaluation during public session. Director Dixon agreed to the request. The meeting was adjourned at 4:24 pm.

14. CLOSED SESSION  
None conducted.