

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

**Regular Meeting Minutes**

3:30 P.M., February 14, 2017  
710 Encinitas Boulevard, Encinitas, CA 92024  
San Dieguito Union High School District Office

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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

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Eric Dill

Tina Peterson

3. APPROVAL OF AGENDA FOR THE FEBRUARY 14, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the February 14, 2017, Personnel Commission Regular Meeting.

*Passed unanimously*

4. APPROVAL OF THE MINUTES FOR THE JANUARY 10, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the January 10, 2017, 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 SECRETARY, SR-36, Open/Promotional, six months eligibility.

*Passed unanimously*

B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD PATRICIA SPIRIT, to establish an Eligibility List for HUMAN RESOURCES INFORMATION SYSTEMS SUPPORT ANALYST, SR-52, Open/Promotional-Dual Certification, six months eligibility.

*Passed unanimously*

C. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for FACILITIES CONSTRUCTION PLANNER, SR-52, Open/Promotional-Dual Certification, six months eligibility.

*Passed unanimously*

- D. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for NUTRITION SERVICES ASSISTANT II, SR-27, Promotional Only, six months eligibility.

*Passed unanimously*

- E. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Unranked Eligibility List for ASSOCIATE SUPERINTENDENT-BUSINESS SERVICES, Salary per Contract, six months eligibility. Some discussion followed regarding unranked list.

*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 MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, eligibility from 1/12/17.

*Passed unanimously*

- B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for LEARNING COMMONS TECHNICIAN, SR-40, Open/Promotional-Dual Certification, eligibility from 2/1/17. Commissioner Baird questioned only two ranks on the list. Director Dixon explained that in this instance, a job offer would be made without the need to supplement the list.

*Passed unanimously*

- C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for CONSTRUCTION PROJECTS MANAGER II, Management Salary, Group 5-Range 3, Open/Promotional-Dual Certification, eligibility from 1/23/17.

*Passed unanimously*

- D. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for SECRETARY, SR-36, Open/Promotional, eligibility from 2/7/17.

*Passed unanimously*

7. CLASSIFICATION REVISIONS

- A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve class description revisions for Instructional Assistant Special Education (Non-Severe).

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve class description revisions for Instructional Assistant Special Education (Severe).

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve class description revisions for Instructional Assistant Special Education (Behavior Intervention).

*All passed unanimously with the suggestion that the word “handicapped” be replaced with a more up-to-date term.*

- B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve class description revisions for Learning Commons Technician.

*Passed unanimously*

- C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve class description revisions for Associate Superintendent-Business Services. Commissioner King stated that the candidate should have a Bachelor’s degree. Superintendent Dill stressed that it is most important that the candidate has a school business background.

*Passed unanimously*

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

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners’ packets included for review and discussion:

- A. Vacancy Report

- B. Personnel List 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 from President Matt Colwell. Carmen Blum commented on Employee of the Year program that is currently in progress. The May 9, 2017 Personnel Commission meeting will honor Employees of the Year.

B. San Dieguito Union High School District – Superintendent, Eric Dill, thanked Director Dixon for the recruitment work now and in the next four months.

C. Public – None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 14, 2017, at 3:30 p.m. in the Oak Crest Middle School Learning Commons, 675 Balour Drive, Encinitas, CA 92024.

12. ADJOURNMENT

The Personnel Commission meeting adjourned at 4:42 p.m.