

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

**Regular Meeting Minutes**

3:30 P.M., April 11, 2017  
710 Encinitas Blvd., Encinitas, CA 92024  
District Office Board Room

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:32 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

Laura August

Carmen Blum

Matthew Colwell

Tina Peterson

Meredith Wadley

3. APPROVAL OF AGENDA FOR THE APRIL 11, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the agenda for the April 11, 2017, Personnel Commission Regular Meeting.

*Passed unanimously*

4. APPROVAL OF THE MINUTES FOR THE MARCH 14, 2017, PERSONNEL COMMISSION REGULAR MEETING.

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

*Passed unanimously with additions provided by Laura August and Commissioner Baird*

**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 ADMINISTRATIVE SECRETARY-MS, SR-38, Open/Promotional, six months eligibility.

*Passed unanimously*

B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for GROUNDS/MAINTENANCE WORKER II, SR-39, Open/Promotional, 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 I, SR-25, Open/Promotional-Dual Certification, eligibility from 3/14/17.  
*Passed unanimously*
- B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT II, SR-27, Open/Promotional-Dual Certification, eligibility from 3/15/17.  
*Passed unanimously*
- C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for ACCOUNTING SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 3/21/17.  
*Passed unanimously*
- D. 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 3/24/17  
*Passed unanimously*
- E. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for Facilities Construction Planner, SR-52, Open/Promotional-Dual Certification, eligibility from 3/29/17.  
*Passed unanimously*
- F. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Open/Promotional, eligibility from 3/31/17.  
*Passed unanimously*
- G. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, eligibility from 4/4/17.  
*Passed unanimously*

7. CLASSIFICATION REVIEWS

- A. Health Technician (Carried over from March 14, 2017 meeting)  
It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve class description revisions for Health Technician and retain Range 35 of the Classified Salary Schedule as the salary allocation for the classification of Health Technician.  
Director Dixon provided follow up information that was requested by commissioners at the March 14, 2017 meeting. Information included: job descriptions from comparison districts, specific duties performed by Health Technicians while covering secretarial lunches, and considerations of consequence of error. Laura August and Carmen Blum spoke in favor of reallocation of the Health Technician classification. Meredith Wadley, Director of School and Student Services, provided information to assist in clarifying the differences between the Health Technician and Secretary duties. Commissioner Baird stated that he does not agree with Director Dixon's interpretation of the Fair Pay Act SB 358. Some discussion continued with Commissioner Baird requesting a roll call vote.

Roll Call  
Ayes - King, Spirit  
Noes - Baird  
Abstain - 0  
*Passed*

**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- Commissioner Baird asked to change the term “dismissed” to “released” for probationary employees on this list.

9. CORRESPONDENCE

None received.

Susan Dixon sent Employee of the Year invitations to those being honored. Classified retirees will also be recognized at this event. The celebration is prior to May 9<sup>th</sup> meeting, at 2:30 PM.

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 – Matt Colwell commented that the Employee of the Year program was handled really well this year. Director Dixon reported that Bridget Sabin, the overall District choice was also chosen as the overall San Diego County Classified Employee of the Year.

B. San Dieguito Union High School District –Tina Peterson thanked Susan for all of the recruitment efforts in recent weeks.

C. Public – None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 9, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

The Personnel Commission meeting adjourned at 5:22 p.m.