

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

Regular Meeting Minutes

3:30 P.M., May 9, 2017
710 Encinitas Blvd., Encinitas, CA 92024
District Office Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 4:02 p.m. by Commissioner JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Matthew Colwell

Lois Delanty

April Llamas

Leah Ryan Sonnich

Tina Peterson

Lori Wilson

3. APPROVAL OF AGENDA FOR THE MAY 9, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the agenda for the May 9, 2017, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE APRIL 11, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the April 11, 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.

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 4/12/17(continuous filing).
Passed unanimously
- B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, eligibility from 4/10/17.
Passed unanimously
- C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT-HS, SR-44, Open/Promotional, eligibility from 4/20/17.
Passed unanimously
- D. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for ADMINISTRTIVE SECRETARY, SR-40, Open/Promotional, eligibility from 4/21/17
Passed unanimously
- E. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for FACILITIES PLANNING ANALYST, SR-62, Open/Promotional-Dual Certification, eligibility from 4/25/17.
Passed unanimously
- F. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Unranked Eligibility List for ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES, eligibility from 4/19/17.
Passed unanimously
Commissioner Baird inquired on the salary range allocation. Director Dixon replied the salary is a contracted rate of pay.

7. 2017-18 PROPOSED PERSONNEL COMISSION BUDGET REPORT

- A. Open Public Hearing
- B. Call for Public Comment
- C. Close Public Hearing
- D. Approval of 2017-18 Proposed Personnel Commission Budget
Motion by PATIRICIA SPIRIT, second by JOHN BAIRD, to approve the 2017-18 Personnel Commission Budget as proposed.
Passed unanimously
Susan Dixon provided the draft budget last month for review and a budget status report this month. Some discussion followed.

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 - Director Dixon verified the term used on this list will be changed from "dismissal" to "released" for probationary employees on this list.

9. CORRESPONDENCE

- A. A letter from Cajon Valley USD Director, Angela Bishop, was received thanking John Baird for service to Merit Districts, for attending the March 2017 meeting and his service to CSPCA.
- B. Susan Dixon and Barbara Bass are forming a committee, which will include employees in the secretarial series, to obtain input on the skills to be tested for secretarial classifications.

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 – President, Matt Colwell, thanked Susan for providing Employees of the Year an event honoring them. Bridget Sabin, San Dieguito UHSD and San Diego County Classified Employee of the Year, has been chosen as one of six at the State level of competition and will be honored in Sacramento on May 25, 2017.

B. San Dieguito Union High School District –Tina Peterson thanked Susan for an excellent Employee of the Year ceremony.

C. Public-Leah Ryan Sonnich questioned the rule of reinstatement of employees to a former job class. Director Dixon explained this applies to employees within a 39 month timespan. Lori Wilson, CSEA Assistant Grievance Chair, mentioned that new duties and technology used over a 39 month period are likely to change. This item will be placed on the agenda for discussion at next month's meeting.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 13, 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 4:38 p.m.