

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

Regular Meeting Minutes

3:30 P.M., January 16, 2018

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Spirit.

Members in Attendance

Kamran Azimzadeh

John Baird

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Matt Colwell

3. OATH OF ALLEGIANCE FOR NEW PERSONNEL COMMISSIONER: KAMRAN AZIMZADEH
Director Dixon administered the oath.

4. APPROVAL OF AGENDA FOR THE JANUARY 16, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve the agenda for the January 16, 2018, Personnel Commission Regular Meeting.

Passed unanimously

5. APPROVAL OF THE MINUTES FOR THE DECEMBER 12, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the minutes for the December 12, 2017, Personnel Commission Regular Meeting.

Passed with two ayes and 1 abstain(Kamran Azimzadeh did not attend the December meeting).

ACTION ITEMS

6. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to establish an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.

B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to establish an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, six months eligibility.

Both passed unanimously

7. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for SCHOOL PLANT SUPERVISOR-HS, SR-41, Open/Promotional, eligibility from 12/8/17.
- B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve an Eligibility List for INFORMATION SYSTEMS SUPPORT SUPERVISOR, Supervisory SR-7, Promotional Only, eligibility from 12/11/17.
- C. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Promotional Only, eligibility from 12/19/17.
- D. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, eligibility from 12/20/17.

All passed unanimously

8. CLASSIFICATION REVIEW

A. Instructional Assistant-Bilingual

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD to revise the job description for the classification of Instructional Assistant-Bilingual as proposed.

Some discussion followed with clarification from Director Dixon providing an overview of the classification review process to new Personnel Commissioner, Kamran Azimzadeh. She explained the existing need to provide instructional support to students who are performing far below grade level.

Passed unanimously with edits as discussed

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. RULE REVISIONS – FIRST READ

Susan described the process of Rule Revision to new Personnel Commissioner, Kamran Azimzadeh.

Rule 5.2- Alternative exam date for candidate can be considered providing it does not delay the certification process of filling the current position.

Rule 6.16-Transfer of certain exam scores permitted within a two year period of time.

Rule 10.1-Evaluation cycle of probationary employees to correspond with bargaining unit agreement (excluding management employees) and current practices.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Director Dixon shared that she and Commissioner Baird continue to work on the planning committee for the annual CSPCA Conference-San Diego, scheduled for February 2018.

A. Vacancy Report

B. Personnel List Report

11. CORRESPONDENCE-None

12. 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

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 13, 2018, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT- 4:30 pm.