

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

Regular Meeting Minutes

3:30 P.M., November 13, 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 3:32 p.m. by JOHN BAIRD. As Vice-Chair, Commissioner Baird chaired the meeting.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird

Jeffery Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Tina Douglas

Dr. Robert Haley

Lori Nelson

3. APPROVAL OF THE AGENDA FOR THE NOVEMBER 13, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES, to approve the agenda for the November 13, 2018, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE OCTOBER 9, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the October 9, 2018, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES, to establish an Eligibility List for ACCOUNTING SPECIALIST, SR-52, Open/Promotional, six months eligibility.

B. It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional-Dual Certification, six months eligibility.

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES, to establish an Eligibility List for DIRECTOR OF PURCHASING, Management Salary Group 5, Range 10, Open/Promotional-Dual Certification, six months eligibility.
- D. It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for EXECUTIVE ASSISTANT, Confidential, SR-1, Open/Promotional-Dual Certification, six months eligibility.
- E. It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES, to establish an Eligibility List for CHIEF FINANCIAL OFFICER, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, six months eligibility. Note: this classification was retitled to Director of Fiscal Services in a subsequent motion (See Item 10. F.)
All passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, eligibility from 10/10/18.
Passed unanimously
- B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES, to approve an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory Salary Range 4, Open/Promotional, eligibility from 10/11/18.
Passed unanimously with addition of Salary Range
- C. It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 10/17/18.
Passed unanimously
- D. It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non-Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 10/25/18.
Passed unanimously
- E. It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe), SR-36, Open/Promotional, eligibility from 10/25/18.
Passed unanimously

7. APPOINTMENT OF PERSONNEL COMMISSIONER

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM to publicly announce JEFFERY CHARLES as the “Intended Appointee” of the Classified Employees and the Governing Board.

Note: Item 7.A. and 8.A. were temporarily tabled while waiting to receive information. Discussion and action on these items was resumed once information was received.

Passed unanimously

8. PUBLIC HEARING DATE

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to set an open public hearing date after 30 days, which is determined to be December 18, 2018.
Note: the December Personnel Commission meeting date was rescheduled from December 11, 2018 to December 18, 2018 to accommodate the required 30-day timeline for a public hearing.
Passed unanimously

9. DISCIPLINARY HEARING

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES to open discussion on the disciplinary hearing.
Passed unanimously

Director Dixon provided information in advance of the motion. Some discussion followed.

- B. It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to appoint Kristine Kwong as the hearing officer for the upcoming employee disciplinary hearing.
Passed unanimously

10. JOB DESCRIPTION UPDATES

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES, to approve class description revisions for Secretary as proposed.
- B. It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to approve class description revisions and retitle Administrative Secretary-Middle School to Administrative Assistant I as proposed.
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES, to approve class description revisions and retitle Administrative Secretary to Administrative Assistant II as proposed.
- D. It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to approve class description revisions and retitle Administrative Assistant to Administrative Assistant III as proposed.
- E. It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES, to approve class description revisions and retitle Administrative Assistant-High School to Administrative Assistant IV as proposed.
Following a discussion, the motions for Job Description Updates A. – E. were revised to change the term “as assigned” to “as needed”.
- F. It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to retitle the classification of Chief Financial Officer to Director of Fiscal Services as proposed.
All passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other

12. CORRESPONDENCE- Director Dixon shared information regarding registration for the annual CSPCA Conference which will be held in Anaheim this year. She shared that due to budgetary considerations, she will not be attending the conference. Commissioners Charles and Cunningham indicated they do not plan on attending; Commissioner Charles has attended in past years and Commissioner Cunningham will be attending the Merit Academy. As a member of the CSPCA Board, Commissioner Baird plans to attend.

13. 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 – Carmen Blum applauded the PC staff on a wonderful and challenging year. She requested that internal alignment be considered as classifications are studied.
- B. San Dieguito Union High School District - None
- C. Public - None

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 18, 2018, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. See item 8.
A.

15. ADJOURNED TO CLOSED SESSION – 5:10 PM

16. CLOSED SESSION

- A. Annual Evaluation of Director, Classified Personnel
- B. Administrative Process