

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

Regular Meeting Minutes

3:30 P.M., February 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 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

Laura August

Tina Peterson

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

It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve the agenda for the February 13, 2018, Personnel Commission Regular Meeting.

Passed unanimously

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

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

Passed with suggested amendment from Commissioner Baird regarding the summary of the first reading of the proposed revision to Rule 10.1

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to establish an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory SR-4, Promotional Only, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 1/12/18.

- B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve an Eligibility List for CUSTODIAN - FLOATER, SR-33 Open/Promotional-Dual Certification, eligibility from 1/31/18.

Both passed unanimously

7. CLASSIFICATION REVIEW

A. Nutrition Services Series

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD to revise the Licensing and Certification sections of the class descriptions for all classifications in the Nutrition Services family to comply with applicable regulations.

B. Nutrition Services Supervisor

It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH to revise the job description for the classification of Nutrition Services Supervisor as proposed.

Both passed unanimously

- 8. RULE REVISIONS – SECOND READ, Amended on agenda to have each rule revision listed individually at Commissioner Baird’s request.

Rule 5.2- It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD to approve a revision to Rule 5.2 of the Rules and Regulations for the Classified Service. (Alternative exam date for candidate can be considered providing it does not delay the certification process of filling the current position)

Passed unanimously

Rule 6.16- It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH to approve a revision to Rule 6.16 of the Rules and Regulations for the Classified Service. (Transfer of certain exam scores permitted within a two year period of time)

Passed unanimously

Rule 10.1- It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD to approve a revision to Rule 10.1 of the Rules and Regulations for the Classified Service. (Evaluation cycle of probationary employees to correspond with bargaining unit agreement, excluding management employees)

Passed unanimously with formatting/wording edits as discussed

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Director Dixon reported that the 2018 CSPCA Conference-San Diego was a success. Commissioner Baird found the sessions presented this year to be exceptional.

A. Vacancy Report

B. Personnel List Report

10. CORRESPONDENCE-None

11. 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 – The District thanked Director Dixon for efforts in recruiting for School Bus Drivers, acknowledging a current nationwide shortage of drivers.

C. Public – None

12. NEXT PERSONNEL COMMISSION MEETING

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

13. ADJOURNMENT- 4:08 pm.