

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

Regular Meeting Minutes

3:30 P.M., April 24, 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 3:33 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

Carmen Blum
Sheila Graciano
April Llamas
Tanya Maxwell
Tina Peterson
Leah Ryan Sonnich

3. APPROVAL OF AGENDA FOR THE APRIL 24, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the agenda for the April 24, 2018, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE MARCH 13, 2018, PERSONNEL COMMISSION REGULAR MEETING.

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

Passed unanimously

ACTION ITEMS

5. 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.

Passed unanimously

B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to establish an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, 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 MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, ELIGIBILITY FROM 3/15/18.
- B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 3/29/18.
- C. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for ACCOUNTING ASSISTANT-ASB, SR-40, Open/Promotional-Dual Certification, eligibility from 3/30/18.
- D. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 3/30/18.
- E. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional-Dual Certification, eligibility from 4/12/18.

All passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. PROPOSED 2018-19 PERSONNEL COMMISSION BUDGET REPORT

Director Dixon presented the first read of the proposed budget for next fiscal year. It is generally the same as this year's budget although there is a \$500 reduction in materials and supplies and a \$400 combined increase in advertising and interview panel expenses. A brief discussion followed the presentation. Commissioner Azimzadeh requested a detailed breakdown of benefits. The public hearing was set for May 8, 2018 at the regularly scheduled Personnel Commission meeting.

8. EXAM DEVELOPMENT PROCESS

Director Dixon presented a thorough overview of the exam process to provide the Personnel Commissioners and employees in attendance a better understanding of the measures taken to assess the minimum qualifications of applicants. Director Dixon responded to questions.

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report- Commissioner Spirit commented on the low number of vacancies this month.
- B. Personnel List Report- Commissioner Baird requested an inquiry as to the use of "substitute" rather than "limited-term" on the report.
- C. Other

10. CORRESPONDENCE- A training brochure from PCASC will be emailed to Personnel Commissioners.

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 – None
- C. Public – Tanya Maxwell: Concordia University Scholarships

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 8, 2018, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. The Employee of the Year Program will precede the Commission meeting at 2:30 PM to celebrate site-level employees and the district-level employee chosen.

13. ADJOURNMENT- 5:28 pm.