

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

Regular Meeting Minutes

10:00 A.M., July 12, 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 10:45 a.m. by JOHN BAIRD. As Vice-Chair, Commissioner Baird chaired the meeting.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

Kamran Azimzadeh
John Baird

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Matt Colwell
April Llamas
Nathan Molina
Katherine Shoecraft

3. APPROVAL OF THE AGENDA FOR THE JULY 12, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the agenda for the July 12, 2018, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE JUNE 12, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the minutes for the June 12, 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 OCCUPATIONAL THERAPIST, SR-60, Open/Promotional-Dual Certification, six months eligibility.

B. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional, six months eligibility.

Both 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 ADMINISTRATIVE ASSISTANT-HS, SR-44, Open/Promotional, eligibility from 6/07/18. Director Dixon requested extending the promotional list by one week to coincide with the open list. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to extend the promotional list by one week.
- B. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, eligibility from 6/19/18.
- C. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for CONSTRUCTION PROJECT MANAGER I, Management Salary Group 5, Range 9, Open/Promotional-Dual Certification, eligibility from 6/20/18.
- D. 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 6/22/18.
- E. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for GROUNDS MAINTENANCE WORKER II, SR-39, Open/Promotional, eligibility from 6/29/18.
All passed unanimously

7. CLASSIFICATION REVIEW

- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve class description revisions for Job Placement Assistant as proposed.
It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to reallocate the salary from Range 35 to Range 37 of the Classified Salary Schedule.
Some discussion followed. Incumbent, Katherine Shoecraft, said the revised job description is clearer and spoke of the need for training. Transportation and Risk Management staff have been asked to provide/identify van driving training as well as general safety techniques for transporting students. Director Dixon emphasized that the Job Placement Assistants are passionate regarding the success of the WorkAbility and TPP programs and this review was a collaborative effort over the course of one year to determine the necessary revisions. In discussing the educational requirements, it was acknowledged by all that the District is very fortunate to currently have incumbents with such strong education and experience serving in these assignments.
Both passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – Director Dixon reported a busy recruitment season and that the classroom portion of the School Bus Driver training program was successfully completed July 6, 2018. Barbara Bass was able to coordinate out of state testing with a school district in Idaho, to accommodate a qualified candidate for Theater Technician, a specialized classification with very few applicants.
- B. Personnel List Report
- C. Other

9. CORRESPONDENCE- SDCOE approved the Personnel Commission budget for 2018-19.

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 – Matt Colwell thanked Commissioner Azimzadeh for attending the meeting today, and for his service.
- B. San Dieguito Union High School District – None
- C. Public – None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, August 7, 2018, at 3:30 PM a.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNED TO CLOSED SESSION - 11:17 a.m. to discuss interview questions for the joint appointee commissioner vacancy.