

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

Regular Meeting Minutes

3:30 P.M., August 7, 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 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

John Baird
Justin Cunningham

Staff in Attendance

Susan Dixon, Director
Kathy Potter, Human Resources Technician

Guests

Carmen Blum
Jesus Ferrar
Tina Peterson

3. OATH OF ALLEGIANCE FOR NEW PERSONNEL COMMISSIONER: JUSTIN CUNNINGHAM was administered by Director Dixon.

4. APPROVAL OF THE AGENDA FOR THE AUGUST 7, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the August 7, 2018, Personnel Commission Regular Meeting.

Passed unanimously

5. APPROVAL OF THE MINUTES FOR THE JULY 12, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the July 12, 2018, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

6. ELIGIBILITY LISTS TO BE ESTABLISHED – Director Dixon gave a detailed explanation of the three types of eligibility lists and the exam process to acquaint Justin Cunningham.

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Open/Promotional-Dual Certification, six months eligibility. Commissioner Baird requested clarification regarding the timeline for opening a recruitment in relation to Personnel Commission approval at regularly scheduled meetings. Given that there is a vacant position on the Personnel Commission, Director Dixon suggested that this

topic be placed as a Discussion/Information Item on the agenda once the third commissioner is appointed.

- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, six months eligibility.
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.
All passed unanimously

7. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for OCCUPATIONAL THERAPIST, SR-60, Open/Promotional-Dual Certification, eligibility from 7/20/18.
- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, eligibility from 7/18/18.
- C. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional, eligibility from 8/1/18.
All passed unanimously

8. APPROVAL OF THE 2018-19 ANNUAL REPORT-Director Dixon presented an overview.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the 2017-18 Annual Report of the Personnel Commission for submission to the Board of Trustees.
Passed unanimously

9. JOB DESCRIPTION UPDATES

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve class description revisions for Director of Nutrition Services as proposed.
Passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – Director Dixon shared that most classified positions will be staffed for the start of the 2018-19 school year.
- B. Personnel List Report
- C. Other

11. CORRESPONDENCE- An employee sent correspondence requesting an open hearing for a disciplinary matter.

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 – Carmen Blum welcomed Commissioner Cunningham to the District.
- B. San Dieguito Union High School District – A welcome was extended to Justin Cunningham from Tina Peterson.
- C. Public – Employee, Jesus Ferrar, also gave a warm welcome to our newest Personnel Commissioner, Justin Cunningham.

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 11, 2018, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. A special meeting has been scheduled for Thursday, August 23, 2018, at 3:30 P.M to conduct interviews to fill the vacant Joint-Appointee Personnel Commissioner seat.

14. ADJOURNED TO CLOSED SESSION – 4:52 p.m. to consider an administrative matter relative to Personnel Commission staff.