

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

Regular Meeting Minutes

3:30 P.M., January 22, 2019

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.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

3. APPROVAL OF THE AGENDA FOR THE JANUARY 22, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the January 22, 2019, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE DECEMBER 18, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the December 18, 2018, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for DIRECTOR OF FISCAL SERVICES, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, eligibility from 12/13/18.
Passed unanimously
- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for EXECUTIVE ASSISTANT, Confidential Salary Range 1, Open/Promotional-Dual Certification, eligibility from 1/15/19.
Passed unanimously following some discussion regarding ties on the eligibility list

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

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

Director Dixon requested that she be given more specific direction as to a future agenda item requested at the January special meeting. It was agreed that the February agenda would include a discussion item on Employee Complaint Procedure/Liberty Interest Hearings.

8. CORRESPONDENCE- None

9. 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 stated she had not been in contact with Matt Colwell, nor April Llamas, and has nothing to report.
- B. San Dieguito Union High School District - None
- C. Public – Carmen Blum completed a Request to Address the PC regarding Chapter 13 (Disciplinary Action & Appeal) of the Rules & Regulations for the Classified Service. Specifically, she suggested that 1.a. be revised to be clearer. Ms. Blum provided the model rules used by CSPCA and suggested that the PC revise the rules to better differentiate the various items listed in 1.a. There was discussion among the commissioners as to how to best phrase the items including separating 1.a. into individual letters. Director Dixon stated that the standard process she has used is to meet with CSEA leadership and District leadership when drafting rule revisions so that when a revision is brought to the PC it has been discussed with all parties it will affect. As such, she will bring the item to her next regularly scheduled meeting with Matt Colwell and Cindy Frazee and share with them the ideas that were discussed and then bring it back to the PC.

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 12, 2019, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

11. ADJOURNED – 4:20 PM

