

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

Regular Meeting Minutes

3:30 P.M., February 12, 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 3:35 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

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Matt Colwell

Cindy Frazee

Sheila Graciano

April Llamas

3. APPROVAL OF THE AGENDA FOR THE FEBRUARY 12, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the February 12, 2019, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE JANUARY 22, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the January 22, 2019, 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 CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, eligibility from 2/05/19.

Passed unanimously

B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, eligibility from 1/17/19.

Passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. EMPLOYEE COMPLAINT PROCEDURE/LIBERTY INTEREST HEARINGS

Director Dixon shared the district policy handout on Complaints Concerning District Employees and the Uniform Complaint Procedures (mentioned by Commissioner Cunningham last month). Commissioner Baird expressed concern over how an employee is made aware of the complaint procedure. Three ways to access the complaint procedure were described: 1) Employees are given the complaint procedure at Orientation, prior to first work day. 2) Complaint procedure is included in the Annual Notifications. 3) Complaint procedure is posted on the district website. Cindy Frazee, the Associate Superintendent-HR, provided an overview of the complaint procedure followed by the district. A liberty interest hearing takes place when an employee's reputation is tarnished, not when a probationary employee fails to meet district goals or standards. Commissioner Baird reiterated that his understanding is that a liberty interest hearing could apply to probationary employees.

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. Vacancy Report – Director Dixon reported activity in filling positions.

B. Personnel List Report

C. Other - The Classified School Employee of the Year Program is underway and the ceremony is tentatively scheduled for May 21, starting at 2:30PM, separate from the monthly Personnel Commission meeting.

9. CORRESPONDENCE- None

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 is looking forward to the EOY ceremony in May. Matt is also working on the approval process for the CSEA Instructional Assistant Paraeducator Conference.

April Llamas reported that CSEA is hopeful that school site visits by District administration will include classified positions.

B. San Dieguito Union High School District - None

C. Public – Carmen Blum inquired about the status of the rule revision to clarify wording of Rule 13.1. Director Dixon stated that the meeting with Matt Colwell and Cindy Frazee had to be rescheduled to February 20, because Cindy was not available for the earlier meeting. Ms. Blum also suggested, as a result of a discussion earlier in the meeting, that the District consider producing a video verbalizing annual notifications to employees.

11. NEXT PERSONNEL COMMISSION MEETING

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

12. ADJOURNED – 4:40PM