

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

Regular Meeting Minutes

3:30 P.M., September 10, 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 3:34 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
Tina Douglas
Sheila Graciano
Debbie Johnson
Margy Lara
Tina Peterson

3. APPROVAL OF THE AGENDA FOR THE SEPTEMBER 10, 2019, PERSONNEL COMMISSION REGULAR MEETING.
It was moved by JUSTIN CUNNINGHAM seconded by JEFF CHARLES, to approve the agenda for the September 10, 2019, Personnel Commission Regular Meeting.
Passed unanimously with 3 Ayes
4. APPROVAL OF THE MINUTES FOR THE AUGUST 13, 2019, PERSONNEL COMMISSION REGULAR MEETING.
It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the August 13, Personnel Commission Regular Meeting.
Passed unanimously with 3 Ayes

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED
 - A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for OCCUPATIONAL THERAPIST SR-60, Open/Promotional- Dual Certification, six months eligibility from 7/11/19.
Passed with 3 Ayes

- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to extend an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional-Dual Certification, eligibility extended to 9/11/19.

Passed with 3 Ayes

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, six months eligibility from 9/05/19.

Passed with 3 Ayes

6. APPROVAL OF ANNUAL REPORT

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to APPROVE THE 2018-19 Annual Report of the Personnel Commission for submission to the Board of Trustees.

Commissioner Charles commented on the nice formatting of the annual report as an historical document. Director Dixon applauded Barbara Bass on her efforts to supply data in preparation of this report.

Passed with 3 Ayes

7. CLASSIFICATION REVIEW

A. Grounds and Custodial Supervisor

This item was presented to reestablish former classifications to enable the District to staff both a Grounds Supervisor and Custodial Supervisor II in lieu of a Grounds and Custodial Supervisor.

1. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to reestablish the classification of Custodial Supervisor II.
2. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to recommend to the governing board restoration of the Custodial Supervisor II classification to Range 6 of the Supervisory Salary Schedule.
3. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to reestablish the classification of Grounds Supervisor.
4. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to recommend to the governing board restoration of the Grounds Supervisor classification to Range 6 of the Supervisory Salary Schedule.

Carmen Blum spoke to the separation of departments (Custodial and Grounds) and is glad they are being separated. She believes this is one step in the right direction and hopes additional changes can be made (e.g. use of technology, annual notifications). Director Dixon explained that this reverts to the 2006 organization of the department.

All passed unanimously with 3 Ayes.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report –
- B. Personnel List Report –
- C. Other- Director Dixon asked which Commissioner will lead the evaluation process for her so forms can be properly distributed. Commissioner Baird will lead.

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 – Commissioner Baird is being reappointed for another three year term as the CSEA appointee, which will go to the Board in October.
- B. San Dieguito Union High School District – Tina Peterson thanked all for their efforts to fill positions for the start of the school year.
- C. Public - None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 15, 2019, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNED – 4:18 PM