



# ESCONDIDO UNION SCHOOL DISTRICT

2310 Aldergrove Avenue

Escondido, CA 92029

(760) 432-2400

Personnel  
Commission

## REGULAR PERSONNEL COMMISSION MEETING MINUTES

Thursday December 12, 2019, 4:00 p.m.

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### 1) CALL TO ORDER

Commissioner George called the meeting to order at 4:02 p.m. All Commissioners were present.

### 2) PLEDGE OF ALLEGIANCE

Commissioner Madison led the Pledge of Allegiance.

### 3) APPROVAL OF THE MINUTES

Commissioner Madison moved for approval. Commissioner George seconded. The motion passed 2-0; Commissioner Morasco abstained.

### 4) OATH OF THE PERSONNEL COMMISSION

The Commissioners rotated reading the statements within the Oath aloud. Pam Morasco, as the new Commissioner, signed the Oath of the Personnel Commission.

### 5) ELECTION OF OFFICERS

Commissioner George nominated Evelyn Madison as Chairperson. Commissioner Morasco seconded the motion. The motion passed 2-0. Commissioner George nominated Pam Morasco as Vice-chairperson. Commissioner Madison seconded the motion. The motion passed 2-0.

### 6) ADOPTION OF 2020 PERSONNEL COMMISSION MEETING DATES

Commissioner Morasco moved for approval of the proposed list of meeting dates for the 2020 calendar year. Ann George seconded the motion. The motion passed 3-0.

### 7) APPROVAL OF INDEPENDENT CONTRACTOR AGREEMENT FOR HEARING OFFICER FOR THE 2020 CALENDAR YEAR

Director Lawton explained a new Hearing Officer had been approved by the Commission for a short term contract starting in August of 2019, in place of the previous Hearing Officer upon his retirement. Director Lawton recommended renewing the contract for another year to keep a Hearing Officer on call in case any disciplinary appeals were to arise; these contracts have historically been renewed each December for the upcoming calendar year. The proposed Hearing Officer is a retired attorney with experience leading appeal hearings for public school districts. Commissioner Madison asked if the recommended contract language was the same as that had been used in the past. Director Lawton stated the document had been updated slightly based on updates in purchasing standards for public school districts, but had not been substantially altered. Commissioner George asked if the District pays for the court recorder, when one becomes necessary. Director Lawton stated the party that requests the service of the court recorder is financially responsible for the service; if both parties request the use of a court reporter then the cost is shared equally.

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Personnel Commission Meetings are held in compliance with open meeting laws, and may hold closed sessions to consider only those matters permitted under Government Code 54957.

The public may address the Personnel Commission regarding an agenda item or another topic that lies within the Commission's jurisdiction. However, the Commission cannot take action on any topics which are not agendaized. Persons wishing to address the Commission should complete a "Request to be Heard" card and submit it to the Commission prior to the opening at the meeting. Please be apprised that Personnel Commission meetings may be audio recorded. Public comments are to be limited to 3 minutes per person.

Commissioner George moved for approval. Commissioner Morasco seconded the motion. The motion passed 3-0.

#### **8) CONSENT ITEMS**

The Commission approved the standing reports for November 2019.

- a. Examining Activity Report
- b. Temporary Assignment Report
- c. Personnel Order dated November 14, 2019

Commissioner George moved for approval. Commissioner Morasco seconded the motion. The motion passed 3-0.

#### **9) DISCUSSION FROM THE FLOOR**

No discussion from the floor

##### *Members' Report:*

Commissioner Madison wished all attendees a Happy Holiday and a Happy New Year.

Commissioner George welcomed Commissioner Morasco and wished all a Happy Holiday and a Happy New Year.

Commissioner Morasco thanked the Personnel Commission for the warm welcome.

##### *Directors' Report:*

Director Lawton informed the group that open enrollment had just ended and explained the new vision plan was available beginning January 1 to all qualified dependents of employees. Due to PeopleSoft limitation, manual data entry had to be made in the system for more than one thousand employees. Director Lawton mentioned the short payroll period for December and stated the pre-calculation window had already run successfully. In regards to Digital Schools, the District had stopped using the triplicate absence records and had moved to using solely Digital Schools reports for attendance recording. An additional training session for Digital Schools had scheduled for the end of January to complete the training process for Office Managers and department Secretaries. Director Lawton announced the Supplemental Early Retirement Plan had been approved by the Board and explained the deadline for employees to participate was the end of January, with a retirement date set for June 2020. The district hoped to have a sufficient number of participants to execute the retirement incentive plan. The new CSEA Collective Bargaining Agreement was being published and would soon be ready for distribution. Completion of the new work calendars for each classification would also begin soon. A professional development session had been scheduled for the beginning of January entitled "Trauma Informed Practices" with an emphasis on restorative justice; all classified employees were invited to attend.

#### **10) ANNOUNCEMENT OF NEXT MEETING**

The next scheduled meeting was announced to take place on January 23, 2020.

#### **11) ADJOURNMENT**

Commissioner George moved to adjourn the meeting at 4:30pm. Commissioner Morasco seconded the motion. The motion passed 3-0.

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