



Personnel Commission

# ESCONDIDO UNION SCHOOL DISTRICT

2310 Aldergrove Avenue

Escondido, CA 92029

(760) 432-2400

## REGULAR PERSONNEL COMMISSION MEETING MINUTES

Thursday, June 20, 2019, 4:00 p.m.

Palm Room

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### 1) CALL TO ORDER

The Regular Personnel Commission meeting was called to order by Chairperson Carol Gutschmidt at 4:00 p.m.

The following were present:

Carol Gutschmidt, Chairperson

Ann George, Vice-Chairperson

Evelyn Madison, Member

Amy Lawton, Director

### 2) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner George.

### 3) APPROVAL OF THE MINUTES

Commissioner Madison made a motion to approve the minutes of the Regular Personnel Commission meeting of May 16, 2019. Commissioner George seconded. The motion passed 3-0.

### 4) CONSENT ITEMS

Commissioner George asked if the Transportation Coordinator had returned from her leave of absence. Director Lawton confirmed that she had.

Commissioner Gutschmidt asked if the Plumber who had been on leave had since returned. Director Lawton confirmed that he had returned. Commissioner Gutschmidt asked if there was another Plumber position that was being filled right now. Director Lawton explained that the recruitment for Plumber had been cancelled and no other position was being filled.

Commissioner George asked where the School Office Manager vacancies were located. Director Lawton stated the School Office Manager at L.R. Green Elementary School had just accepted a transfer to North Broadway Elementary School.

Commissioner George made a motion to approve the standing reports for May 2019. Commissioner Madison seconded. The motion passed 3-0.

### 5) RECOMMENDATION FOR CLASS DESCRIPTION REVISIONS TO DIRECTOR OF CLASSIFIED PERSONNEL

Commissioner Gutschmidt expressed a couple of concerns, such as removing the word

“advising” from the third paragraph and replacing it with “providing guidance to” or similar. She suggested tabling the item for the following meeting while revisions were made.

Roger Faber expressed his feelings over the class description revisions, indicating that a good start had been made but more work was needed.

Commissioner George made the motion to table the recommendation for class description revisions to Director of Classified Personnel. Commissioner Madison seconded. The motion passed 3-0.

**6) MEMBERS' REPORTS**

Commissioner George shared her experience while shadowing Ericka McClure, Noon Supervisor at Hidden Valley Middle School, during ACE week. She thoroughly enjoyed her experience and was thankful for the experience. Since the last meeting, she, along with Commissioner Gutschmidt, attended the last Merit Academy session. She expressed her gratitude for the opportunity that was given to them to attend.

**7) DIRECTOR'S REPORT**

Director Lawton reported on upcoming activities occurring in the District. Human Resources, Payroll, and Accounting staff were all auditing position control and budget data for the end of the year rollover in various databases. Digital Schools training was being provided for School Office Managers, Secretaries and other support staff. Human Resources had recently received approximately six classification study requests. Director Lawton explained they would be done in the order in which they were received by the Department, as it has been done in past practice, unless otherwise advised by the Commission.

**8) DISCUSSION FROM THE FLOOR**

Noemi Navarrete, School Library Technician presented the Commissioners with her job audit request paperwork, along with that of other School Library Technicians. She read aloud reasons for her request.

**9) ANNOUNCEMENT OF NEXT MEETING**

The next regularly scheduled meeting was set to take place at 2310 Aldergrove Avenue, Escondido, CA 92029 on July 11, 2019 at 4:00 p.m.

**10) ADJOURNMENT**

Commissioner Gutschmidt entertained a motion to adjourn the meeting. Commissioner George made a motion. Commissioner Madison seconded. The motion passed 3-0.

The meeting was adjourned at 4:26 p.m.