



Personnel Commission

# ESCONDIDO UNION SCHOOL DISTRICT

2310 Aldergrove Avenue

Escondido, CA 92029

(760) 432-2400

## SPECIAL PERSONNEL COMMISSION MEETING MINUTES

Thursday, September 5, 2019, 4:00 p.m.

Pine 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 Madison.

### 3) APPROVE RECOMMENDATION FOR ESTABLISHMENT OF A SENIOR BUYER CLASSIFICATION

Debbie Batchie provided an overview of the recommendation for the establishment of the new classification.

Commissioner Gutschmidt asked whether other districts using a Senior Buyer classification also authorize incumbents of those positions to approve purchase orders for the District, and if so, whether limits exist for this purpose. It was explained that the Director of Purchasing would determine any limitations and expectations for this type of responsibility, and that any such approvals would be recorded in the system for review, as needed.

Commissioner Madison made a motion to approve the recommendation for the establishment of the Senior Buyer classification. Commissioner George seconded. The motion passed 3-0.

### 4) RECEIPT OF DISCIPLINARY APPEAL TO THE PERSONNEL COMMISSION (Discussion Only)

Commissioner Gutschmidt announced that an appeal hearing had been requested, and was scheduled to begin on October 21, 2019. The Commission was required to make a decision regarding whether to be present for the hearing, along with the hearing officer responsible for conducting the proceedings. Commissioners George, Madison and Gutschmidt all expressed it would be important for the Personnel Commissioners to be present, since it would be their responsibility to make a final determination at the culmination of the hearing process.

**5) ANNOUNCEMENT OF NEXT MEETING**

The next regularly scheduled meeting was set to take place at 2310 Aldergrove Avenue, Escondido, CA 92029 on September 19, 2019 at 4:00 p.m.

**6) ADJOURNMENT**

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

The meeting was adjourned at 4:12 p.m.