

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

Regular Meeting

3:30 P.M., July 14, 2020
Virtual Meeting

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please email the Director of Classified Personnel at susan.dixon@sduhsd.net prior to the start of the meeting. Include in the email your name, organization that you represent(if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review on the district website, www.sduhsd.net. If you are unable to access the agenda packet on the website, please email susan.dixon@sduhsd.net to receive a copy.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491 x5543. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

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

Regular Meeting Agenda

3:30 P.M., July 14, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the July 14, 2020, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the July 14, 2020 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the June 9, 2020, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the minutes for the June 9, 2020, Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for Registrar, SR 40, Open/Promotional, effective 6/08/20 for six months. Director to provide information on recruitment.
 - B. Consideration of extending/reestablishing eligibility list for School Plant Supervisor – High School. Director will provide overview. Motion may need to be amended as commissioners see fit.
Motion by _____, second by _____, to extend/reestablish Eligibility List for School Plant Supervisor – High School, SR 41, Promotional Only, from 4/23/2020 to 8/11/2020.
6. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for Theater Technician, SR 41, Open/Promotional-Dual Certification, for six months. (Anticipated vacancy)
 - B. Motion by _____, second by _____, to establish an Eligibility List for Skilled Maintenance Worker, SR 49, Open/Promotional-Dual Certification, for six months.
 - C. Motion by _____, second by _____, to establish an Eligibility List for Student Health Care Specialist, SR 38, Open/Promotional-Dual Certification, for six months. (Anticipated vacancy)
 - D. Motion by _____, second by _____, to establish an Eligibility List for Grounds Maintenance Worker II, SR 39, Open/Promotional-Dual Certification, for six months. (Anticipated vacancy)
 - E. Motion by _____, second by _____, to establish an Eligibility List for Grounds Maintenance Equipment Operator, SR 41, Open/Promotional-Dual Certification, for six months. (Anticipated vacancy)

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. RECORDING PERSONNEL COMMISSION MEETINGS

8. ANNUAL REPORT 2019-20

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other

10. CORRESPONDENCE

11. 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
- B. San Dieguito Union High School District
- C. Public

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, August 11, 2020, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary.

13. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, June 9, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Members in Attendance

John Baird
Jeff Charles
Justin Cunningham

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

April Llamas
Tina Peterson

3. APPROVAL OF THE AGENDA FOR THE June 9, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the June 9, 2020, Personnel Commission Regular Meeting.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

4. APPROVAL OF THE MINUTES FOR THE May 12, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes, with revisions as described (Item 9.A.), for the May 12, 2020, Personnel Commission Regular Meeting.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to extend the Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification, effective 1/27/20, from 7/27/20 to 8/27/20. *Commissioner Baird commented that there were 15 ranks and that he thought the Rules said lists can be extended if there were limited applicants. Director Dixon clarified that the Education*

Code and our Rules permit eligibility lists to be extended. She stated that it is a strong list and although a couple of selections have been made there are still a number of highly qualified people. She further stated that our Rules permit us to use this list to certify candidates for the Receptionist vacancy at San Dieguito HS Academy or other lower level related classifications. The one month extension will hopefully get us through the period of time it will take to sort out the virtual testing situation and these candidates have been thoroughly vetted through a comprehensive testing process. Commissioner Baird asked if one month was sufficient, Director Dixon responded that the extension date could be revisited at the August meeting if needed. Commissioner Baird asked about the status of vacancy requisitions that are on hold at this time. Director Dixon stated that the District Executive Cabinet meets regularly on approving positions.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

6. RERCORDING PERSONNEL COMMISSION MEETINGS

Director Dixon reminded those in attendance that this item is on the agenda because an employee had made an inquiry to CSEA President April Llamas prior to the last meeting and due to limitations on discussion of items not on the agenda per the Brown Act, it was placed on the June meeting agenda. Dixon shared the information she said she would obtain: recording Personnel Commission meetings would not incur equipment costs because in 2018 the board took action to record meetings so the equipment is already in place; however, a Network Technician would be compensated at time and a half for the time spent operating the equipment and editing which would be roughly \$125 per meeting; our surrounding merit districts are not recording their virtual meetings although a couple of school boards record meetings; and the only legal reference she found was the Government Code which states you can't prohibit someone who is attending a meeting from recording as long as it's not disruptive. She stated she has been thinking about the pros and cons but would see if commissioners wanted to speak first. Commissioner Baird asked if the request came about because of COVID and doing meetings on Zoom, that was his understanding. Commissioner Charles made the distinction between recording a meeting (which we already are doing) and posting the recording on the website; the question going forward is do we want to post them. He further stated that Zoom meetings are easy to record and post whereas in person meetings require production and post production and there can be technical problems but the \$1500 cost per year isn't bad if it benefits the public. Director Dixon thought the request was ongoing. Commissioner Baird asked CSEA President April Llamas if she knew; the two of them thought it might be specific to the pandemic. Commissioner Baird stated he didn't want to spend the money if it's not an ongoing interest. Dixon agreed that if there is public interest to justify the expense that's one thing, if not it's harder to justify. Director Dixon shared that she appreciates the casual environment of our meetings and wonders if meetings would need to be more formal and structured like other public meetings if they are recorded and available for public view and whether anonymity could be maintained with recording. Commissioner Charles wondered if the request came out of concern for equity of access. Commissioner Baird suggested asking President Llamas to ask the employee if it's due to the uniqueness of COVID-19 as opposed to our regular meetings in the Board Room. Director Dixon will follow up with President Llamas.

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – Executive Cabinet is reviewing all positions regarding budget and reopening date prior to staffing. Moving forward with staffing some positions depends on the reopening platform, which is still undecided.
- B. Personnel List Report
- C. Other – Director Dixon provided a virtual testing update. Director Dixon and Barbara Bass have been reviewing the options offered by the vendor eSkills; they are aware of two districts who have

purchased eSkills and two others who are reviewing it at this time. eSkills has been mostly with private sector companies, so educational institutions are a new arena for them. There are currently about 600 competencies in their data base. Our PC Budget for 2020-21 includes funding for this purchase or another option if needed.

8. CORRESPONDENCE – None.

9. 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-April Llamas heard from employees that they appreciated the recognition Susan Dixon created by distributing signs, balloons and treats to all EOY site choices. John Baird applauded Director Dixon for the huge impact this makes to employees.

B. San Dieguito Union High School District-Tina Peterson commended Susan Dixon on the poetry for EOY and she acknowledged the efforts and attitude of classified employees whether working remotely at home, at a site or a combination of the two for the amazing job they are doing.

C. Public –None

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, July 14, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary

11. ADJOURNMENT – 4:54 PM

San Dieguito Union High School District
Personnel Commission

Registrar

Eligibility List
Open/Promotional

Effective Date: 6/8/2020

Expiration Date: 12/8/2020

| | <i>Applicant ID</i> | <i>Rank</i> |
|-------|---------------------|-------------|
| Promo | 2794364 | 1 |
| | 2682859 | 2 |
| | 2710055 | 3 |
| | 2228409 | 4 |
| | 1219702 | 5 |
| | 3336935 | 6 |
| Open | 2986293 | 1 |

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Promotional**

**Effective: 10/23/19
Expiration: 04/23/20
Extended: 8/11/20**

School Plant Supervisor--High School

| Applicant ID | Rank |
|---------------------|-------------|
| 5873738 | 1 |
| 2834297 | 2 |
| 2543283 | 3 |
| 2691942 | 4 |
| 2946104 | 5 |
| 2606967 | 6 |

S. Dixon

San Dieguito Union High School District Personnel Commission

710 ENCINITAS BLVD., ENCINITAS, CA 92024
WWW.SDUHSD.NET

ANNUAL REPORT 2019-2020

The Annual Report for the 2019-2020 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

The District has operated under the Merit System since its adoption in 1972. The San Dieguito Union High School District is comprised of five middle schools, four comprehensive high schools and one alternative high school and is located in coastal North San Diego County. The employees in the classified service proudly serve the students and the community in support of high education standards.

The Commission staff thanks each employee of the classified service for their dedication to the students of the San Dieguito Union High School District. Additional appreciation goes to the many individuals who have served as subject matter experts in the development and administration of examinations to ensure the employment of highly qualified individuals and to those employees who provided input for classification description updates.



**Recruitment, Selection,
Classification, Training,
and Retention**

Personnel Commissioners

Established:

December 1, 1972

Justin Cunningham

Board of Trustees Appointee

Commissioner, Chair

Serving Since 2018

Current Term Expires
12/01/20

John Baird

CSEA Appointee

Commissioner

Serving Since 2013

Current Term Expires
12/01/22

Jeffery Charles

Commission Joint Appointee

Commissioner, Vice-Chair

Serving Since 2018

Current Term Expires
12/01/21

Personnel Commission Staff



Susan Dixon, Director of Classified Personnel

Responsible for the management of the District's personnel services within the Merit System for classified employees. Critical goals of the director include: enhancing and maintaining a sound recruitment process to identify highly qualified new employees as well as promote existing employees; review job descriptions and assignments and make appropriate recommendations for revisions; and recognize the outstanding contributions of classified staff.

Barbara Bass, Human Resources Analyst

Responsible for journey-level work in recruitment, test development and administration, classification and other analytical procedures in support of the Merit System.

Kathy Potter, Human Resources Technician

Responsible for a wide variety of complex clerical functions related to the recruitment, on-boarding and employment processes for the classified service. Additionally, responsible for administrative support to the Personnel Commission.

San Dieguito Union High School District Administration

Board of Trustees:

Beth Hergesheimer, President
 Maureen "Mo" Muir, Vice-President
 Kristin Gibson, Clerk
 Joyce Dalessandro, Trustee
 Melisse Mossy, Trustee

District Administration:

Superintendent
Robert A. Haley, Ed. D.

Deputy Superintendent
Mark Miller

Associate Superintendent, Human Resources
Cindy Frazee

Associate Superintendent, Business Services
Tina Douglas

Associate Superintendent, Educational Services
Bryan Marcus

Classified Service

Classified Employees — 384

Confidential Employees — 5

Classified Supervisors — 13

Classified Management — 11

Classified personnel play an important role in supporting our students and our teachers. Most often, it is the friendly face of a classified employee that students and parents first see when they come to our schools.

The Merit System

The fundamental purpose of merit employment for classified employees under California Education Code is to ensure selection, promotion, and retention are without favoritism or prejudice and on the basis of merit and fairness. An independent Personnel Commission administers the Merit System. It is composed of three Commissioners, each appointed for a three-year term. The District appoints one Personnel Commissioner. The classified employees, through their bargaining unit, appoint the second Commissioner. Those two Commissioners then appoint the third member of the Commission.

The Commission has a threefold responsibility:

- To cooperate with the Board of Trustees and District administrators in the quest for high quality employees and sound human resources administration.
- To represent the interests of the general public by providing a personnel system dedicated to hiring and keeping competent employees to perform the classified work in the service of the jurisdiction.
- To ensure that classified employees receive fair and equitable treatment.

The three-way division of responsibilities sometimes places Commissioners in the position of being mediators between conflicting interests of employees, management and the general public. Commissioners must make decisions that are fair and contribute to the overall goal of a personnel program based on merit.

Goals of the Commission

Commissioners have the responsibility to oversee that classified employment is built on, and remains consistent with, core merit principles. The most important of these merit employment principles are best summarized as follows:

- Hiring and promoting employees on the basis of ability, with open competition for initial employment.
- Retaining employees on the basis of performance and separating from the service those whose

inadequate performance cannot be corrected.

- Ensuring that employees doing like work are classified the same.
- Providing for fair and impartial rules and consistency of administration of the rules.

Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religious beliefs or customs, sexual orien-

tation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics and with proper regard for their privacy and constitutional rights.

Merit System

The merit system provides for the selection and retention of employees, promotional opportunities and other related matters on the basis of merit.

Personnel Commission Meetings



RULE 2.6 REGULAR MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of the month at 3:30 p.m., in the District Office Board Room, 101. Special meetings are scheduled as needed.

The Personnel Commission held 12 meetings over the 2019-2020 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.

SUMMARY OF PERSONNEL COMMISSION ACTIVITIES



| Recruitment | 2018-19 | 2019-20 | A year in review |
|--------------------------------------|---------|---------|-------------------------|
| Promotional Only Exams | 1 | 2 | |
| Open/Promotional Exams | 8 | 8 | |
| Open/Promotional Dual Certification | 24 | 37 | |
| Applications Received | 615 | 1002 | |
| Candidates Tested | 299 | 386 | |
| Candidates Eligible | 170 | 251 | |
| | | | |
| Employment | 2018-19 | 2019-20 | |
| Transfers | 23 | 16 | |
| Promotions | 13 | 10 | |
| New Hires | 37 | 50 | |
| Re-employments | 1 | 1 | |
| Limited Term Appointments | 0 | 0 | |
| Leave of Absence | 8 | 5 | |
| Voluntary Demotions | 2 | 6 | |
| Placed in Unpaid Status | 4 | 1 | |
| | | | |
| Terminations | 2018-19 | 2019-20 | |
| Resignations | 31 | 19 | |
| Retirements | 13 | 13 | |
| Layoffs/Reductions | 0 | 0 | |
| Employees Affected | 0 | 0 | |
| Appeals from Discipline | 1 | 0 | |
| | | | |
| Classification Activities | 2018-19 | 2019-20 | |
| New Classifications Established | 1 | 4 | |
| Classification Descriptions Revised | 12 | 4 | |
| Positions/Incumbents Reclassified | 0 | 3 | |
| Classifications Reallocated Upward | 2 | 0 | |
| Classifications Reallocated Downward | 0 | 0 | |
| Reclassification Requests Denied | 0 | 1 | |

Presented to the Personnel Commission: 7/14/20 Presented to the Board of Trustees:

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 7/08/20

Classified Personnel

11 current/pending vacancies in 7 different job classifications

| SITE | SLOT | Position | Hrs/Wk | FTE | STATUS |
|----------|-------|---|--------|--------|-------------------------------|
| Coast/SS | AM890 | Student Health Care Specialist | 40 | 1.00 | Selection interview in August |
| FAC | AM910 | Skilled Maintenance Worker | 40 | 1.00 | Selection interview in August |
| CCA | AE286 | Theater Technician | 40 | 1.00 | Selection interview in August |
| CCA | AE650 | Secretary | 19.5 | 0.4875 | Selection interview in July |
| CV | AJ224 | Instructional Assistant SpEd Non-Severe | 30 | 0.75 | Selection interview on hold |
| EW | AH628 | Nutrition Services Assistant I | 11.25 | 0.28 | Selection interview on hold |
| OC | AJ220 | Instructional Assistant SpEd Non-Severe | 30 | 0.75 | Selection interview on hold |
| TP | NEW | Instructional Assistant SpEd Non-Severe | 30 | 0.75 | Selection interview on hold |
| OC | AA104 | Secretary | 40 | 1.00 | Selection interview in July |
| Coast/SS | AM888 | Custodian (Night Shift) | 40 | 1.00 | Selection interview in July |
| SS/LCVSC | AM889 | Custodian (Night Shift) | 40 | 1.00 | Selection interview in July |

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Hite, Nicole**, Nutrition Services Operations Supervisor, SR11, 100.00% FTE, Nutrition Services Department, effective, 06/01/20.

Resignation

1. **Barber, Linda**, Nutrition Services Production Assistant, SR33, 100.00% FTE, Canyon Crest Academy, resignation for the purpose of retirement, effective 06/12/20.
2. **Loomer, Preston**, Theater Technician, SR41, 100.00% FTE, Canyon Crest Academy, effective 06/12/20.
3. **Umphrey, Dale**, Lead Maintenance Worker, SR52, 100.00% FTE, Facilities Department, resignation for the purpose of retirement, effective 06/30/20.