

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

**Regular Meeting Minutes**

3:30 P.M., September 11, 2018

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:33 p.m. by JOHN BAIRD. As Vice-Chair, Commissioner Baird chaired the meeting.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Matt Colwell

Debbie Johnson

April Llamas

Jose Sanchez

3. APPROVAL OF THE AGENDA FOR THE SEPTEMBER 11, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the September 11, 2018, Personnel Commission Regular Meeting. Commissioner Baird clarified before making a second that he had some serious problems with one of the agenda items and by seconding the motion to approve the agenda it did not mean he concurred with one of the agenda items. He stated that there were very serious concerns and there could be some malfeasance even to the point of fraudulent behavior. He seconded the motion with that reservation.

*Passed unanimously*

4. APPROVAL OF THE MINUTES FOR THE AUGUST 7, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the August 7, 2018, Personnel Commission Regular Meeting.

*Passed unanimously*

5. APPROVAL OF THE MINUTES FOR THE AUGUST 23, 2018, PERSONNEL COMMISSION SPECIAL MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the August 23, 2018, Personnel Commission Special Meeting.

*Passed unanimously*

**ACTION ITEMS**

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, six months eligibility.  
*Passed unanimously*

7. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Open/Promotional-Dual Certification, eligibility from 8/10/18.

Commissioner Baird started by stating he was not going to second the motion because this was the item he had a problem with and explained that essentially the eligibility list is unapproved. He further stated that anybody hired from that list would have been hired invalidly and would have to be removed from that position. Commissioner Baird was reminded that Matt Colwell submitted a speaker slip to address this item. Mr. Colwell stated that he was recently made aware that there was at least one applicant who applied for the position who did not receive written notification (presumably that he/she was screened out) therefore did not have any appeal rights to the decision. Director Dixon asked for the applicant's name but it was not provided so she could not check to see if correspondence had been sent to that particular applicant. Commissioner Baird stated that this had come to his attention before the meeting and, as he looked through the rules, there appeared to be numerous violations. Commissioner Baird referenced and read several sections of The Rules & Regulations for Classified Service as well as the Education Code and stated that these violations were the reasons he would not make a second to approve the eligibility list. Commissioner Cunningham suggested that Director Dixon be able to respond to the allegation. Director Dixon reiterated that without the name of the applicant it was hard to respond but she read the email that was sent to all applicants who were screened out during the screening for minimum qualifications, including the portion about appealing the decision within seven days. Her response included an explanation of how candidates are provided written notification throughout the recruitment/examination process as to their status via email using the Edjoin online application system. Mr. Colwell asked for clarification as to which email address is used and exited the meeting to follow up with the applicant. During this time, Director Dixon explained to the commissioners each step of the notification process used during recruitments and also explained that candidates must pass all exam parts to advance to an eligibility list. Commissioner Baird stated that he did not agree with that practice. Mr. Colwell returned and apologized to the commissioners and staff stating that he asked the applicant to check their spam folder and the email was there. Director Dixon stated that as discussed last month, once the commission is fully staffed, issues related to the timing of recruitments and eligibility lists will be an agenda item for discussion at a future meeting. Commissioner Cunningham stated that the need was to focus back to the purpose of this meeting and, given that the allegations against Director Dixon were shown to be untrue, asked to move forward with this eligibility list. Commissioner Baird said he still had concerns about doing this prospectively and he wants to ensure that the people who are not being accepted are getting their notice of their rejection and their right to appeal within seven days. Commissioner Baird stated he does not have a problem with having a discussion when there are three commissioners on the process and wants the discussion to include reviewing the current practice that candidates must pass all exam components. Commissioner Cunningham asked if they could move ahead with item 7.A. and Commissioner Baird seconded the motion to approve the eligibility list. Commissioner

Baird then asked that the discussion in the future include how recruitments are posted (e.g. open/promotional).

- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, eligibility from 8/21/18.  
Commissioner Baird asked Director Dixon to explain to Commissioner Cunningham the process used when an eligibility list has fewer than three ranks.
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional-Dual Certification, eligibility from 8/30/18.  
*All passed unanimously*

8. JOB DESCRIPTION UPDATES

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve class description revisions for Theater Technician as proposed.  
Commissioner Baird suggested several grammar revisions be applied to the revision.  
*Passed unanimously*

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other-Next Steps for Personnel Commissioner Appointment  
Director Dixon asked the commissioners if she should prepare the packet to send to the State Superintendent of Instruction for him to make a decision given that the commissioners had not been able to announce their intended appointee. Commissioner Baird asked Commissioner Cunningham if he had any comments. Commissioner Cunningham replied that unless there was a change on Commissioner Baird's perspective, he couldn't see that Jeff Charles' experience and training and being an alumni of the District didn't trump that Commissioner Baird has known Ms. Dabney for 26 years. Commissioner Baird explained that in a way they are in a good situation because this person will only be serving in the commissioner position until December so it could be revisited in December. Commissioner Baird then stated that he decided to support Jeff Charles at this point. Director Dixon expressed concern that the announcement of a joint appointee was not on the agenda and that in order to follow the Brown Act, a special meeting to make the announcement may be in order as well as a change in date to the October meeting to allow for a 30 day notice of a public hearing. There was considerable discussion including a phone call to George Cole, Executive Director of the California School Personnel Commissioners Association, to clarify the appropriate process. The commissioners agreed that given the short term of this assignment (two months as opposed to three years), the announcement of the joint-appointee would be made at today's meeting and a special meeting would be scheduled for September 20, 2018 to allow for a public hearing prior to appointing Mr. Charles.

- 10. CORRESPONDENCE- Director Dixon has been attending Back to School programs at the school sites and corresponding with parents to recruit for hard-to-fill part time Classified positions.

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 – Carmen Blum expressed appreciation that a consensus was reached to select the joint-appointed Personnel Commissioner.
- B. San Dieguito Union High School District - None

C. Public - None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 9, 2018, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. A special meeting has been scheduled for Thursday, September 20, 2018, at 3:30 P.M. to conduct the public hearing to appoint Jeff Charles to fill the vacant Joint-Appointee Personnel Commissioner seat for the remainder of the 2015-2018 term.

13. ADJOURNED TO CLOSED SESSION – 5:22 p.m. to discuss the annual evaluation of the Director of Classified Personnel.