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

Regular Meeting Minutes

3:30 PM, November 8, 2022
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:35 p.m. by Commission Chair JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resource Analyst

Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE NOVEMBER 8, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the November 8, 2022 Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

4. APPROVAL OF THE MINUTES OF THE OCTOBER 11, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the October 11, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association – *Carlos Magana advised that CSEA negotiations started this month.*
- B. San Dieguito Union High School District – *Tina Peterson commented that the district is collaborating with the union in all aspects.*
- C. Public – *No comments.*

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-See below

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification, effective 10/10/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 10/10/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Merged Eligibility List for Student Support Facilitator, SR39, Open/ Promotional-Dual Certification, updated 10/10/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

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- D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Transportation Dispatcher, SR41, Promotional Only, effective 10/11/22, eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- E. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 10/20/22, eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- F. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for HVAC Technician, SR49, Open/ Promotional-Dual Certification, effective 10/21/22, eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- G. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/ Promotional-Dual Certification, updated 10/24/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- H. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, effective 11/10/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Director of Classified Personnel, Management, Group 5, SR2, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Interpreter for the Deaf and Hard-of-Hearing, SR60, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Plumber, SR49, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

E. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Maintenance Supervisor, Supervisory SR9, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

F. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Transportation Operations Supervisor, Supervisory SR6, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

8. CLASSIFICATION REVIEWS

Please note this item was on the October agenda; however, it was deferred while additional salary information was gathered. The job description was approved.

Public comments – Carmen Blum expressed concern that internal alignment for this classification was not considered. Susan Dixon shared that internal alignment was considered and briefly explained the Classification Review process.

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to recommend to the SDUHSD Board of Trustees allocating the classification of Bilingual Parent/Community Liaison to Range 36 of the Classified Salary Schedule.

9. ASSEMBLY BILL 361/SPECIAL MEETING SCHEDULE

Public Comments- None

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to hold the December 13, Regular Personnel Commission meeting (and any other meetings scheduled in the next 30 days – *this was amended to be omitted*) virtually.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to primarily schedule a special meeting of the Personnel Commission on November 28, 2022 at 10:00 a.m. for the Director of Classified Personnel interview. If candidates cannot be there a secondary date on November 30, 2022 at 1:00 p.m. would be scheduled. *This motion was amended. Jeff Charles recommended having 9B before 9A on future agendas. The commissioners agreed.*

10. PENDING GRIEVANCES BETWEEN SDUHSD AND CSEA.

This item was placed on the agenda at the request of CSEA.

Public Comments - Carlos Magana shared that he emailed documentation on the day of the PC Meeting at 2:45 p.m. to the Director of Personnel Commission and the Commissioners. Mr. Magana requested the support of the Commissioners regarding the grievances. Octavio Hernandez requested that the Commissioners review his personal grievances and voiced concern regarding the time it is taking for them to be resolved. Commissioner Justin Cunningham informed CSEA that grievances are not in the Commissioners purview and explained the Commissioners' duties. Commissioner John Baird directed CSEA to go directly to the California Public Employment Relations Board if there have been unfair labor practices and the law has been violated.

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments- None

A. Vacancy Report – *None*

B. Personnel List Report - *None*

C. Other- *None*

12. CORRESPONDENCE

Public Comments- Susan Dixon shared details about the upcoming CSPCA Annual Conference that it being held in Long Beach.

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 13, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

14. CLOSED SESSION

Public Comments – None

A. Director of classified Personnel examination review.

The commission convened to closed session at 5:19 P.M.

15. RECONVENE TO OPEN SESSION

Report of action taken during closed session.

A. Director of Classified Personnel examination review.

The commission reconvened to open session at 5:59 P.M.

John Baird reported that no action was taken.

16. ADJOURNMENT – 6:00 P.M.