

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

**Special Meeting Minutes**

3:30 PM, May 24, 2022  
Virtual Meeting

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:34 p.m. by Commission Chair JOHN BAIRD. Commissioner Baird informed the other commissioners that he was expected more attendees so it was agreed to take agenda items out of order (e.g. hold Item 5).

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 Resources Analyst  
Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE May 24, 2022, PERSONNEL COMMISSION SPECIAL MEETING.

*Public Comments-None*

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the May 24, 2022, Personnel Commission Special Meeting.

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

4. APPROVAL OF THE MINUTES OF THE May 10, 2022, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the May 10, 2022, Personnel Commission Regular Meeting.

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

**ACTION ITEMS-(See Supplements)**

5. CLASSIFICATION REVIEW

*Public Comments- See below.*

A. Administrative Assistant II – Special Education

This item was presented at the May 10, 2022, Personnel Commission meeting.

The commission requested that the item be brought to the Classification Advisory Committee for their consideration prior to the commission taking action and that the item be brought back to the commission at today's meeting.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to classify a vacant position in the Special Education Department as Information Systems Support Technician (R44).

John Baird-Abstain

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with two Ayes*

*The commissioners discussed this item at length. Commissioner Baird called on Wayne Baldwin, Donna Crosby, Marisa Thompson, Carmen Blum, Dr. Olga West, and Tina Peterson during the course of the discussion. The discussion included potential variations of the motion as there were different opinions as to what action should be taken and the appropriate wording. The discussion ended with agreement that Director Dixon would conduct a classification review with Ms. Crosby to determine whether there has been a gradual accretion of duties.*

6. ASSEMBLY BILL 361/SPECIAL MEETING DATE SCHEDULED

*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 JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to hold the June 14, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

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

7. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 14, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

8. ADJOURNMENT – 5:27 P.M.