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

**Regular Meeting Minutes**

3:30 PM, July 12, 2022  
Virtual Meeting

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:32 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 July 12, 2022, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the July 12, 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 June 14, 2022, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the June 14, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

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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- *Wayne Baldwin informed the commissioners that CSEA agreed to move forward with placing the Information Systems Support Technician change in classification on the next board meeting agenda. Even though the determination about whether Ms. Crosby has been doing the job is at a standstill, they need the position. It doesn't mean they are giving up for Ms. Crosby. Director Dixon added that the position is needed no matter what and the board has to approve the additional cost either way.*
- B. San Dieguito Union High School District- *Mary Anne Nuskin reported that she met with Mr. Baldwin to learn about concerns from CSEA and how she can support classified employees.*
- C. Public – *Donna Crosby typed in the "chat" feature that she was in agreement about posting the position ASAP.*

**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 a ContinuousFiling Eligibility List for Instructional Assistant – Bilingual, R31, Open/Promotional-Dual Certification, updated 06/09/22, individual eligibility valid for six months.  
*Mr. Baldwin informed the commissioners that CSEA is trying to get a 5% separation between bilingual and non-bilingual classifications.*  
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 an Eligibility List for Vehicle & Equipment Service Worker, SR 41, Open/Promotional-Dual Certification, effective 6/22/22, eligibility valid for six months.  
*Director Dixon shared that she would be bringing a revised job description next month with a change to allow up to six months for candidates to obtain a commercial license. The commissioners agreed that this change was appropriate.*  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

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- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, updated 06/24/22, individual eligibility valid for six months.  
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 approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 06/23/22, individual 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 an Eligibility List for School Plant Supervisor Small School/Auxiliary Sites, SR 39, Promotional Only, effective 06/24/22, 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 JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

8. ASSEMBLY BILL 361

*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 August 9, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.  
John Baird-Aye

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

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments- None*

- A. Vacancy Report – *Director Dixon said the bulk of the requisitions are for Instructional Assistants, Nutrition Services and School Bus Driver and she would be attending a job fair next Saturday that is targeting North County. Commissioner Charles noted that a number of requisitions were pending approval; Dixon explained that in the case of IAs, the district was waiting to see enrollment numbers before approving requisitions. Mr. Baldwin asked if the district was still competitive given that there had not been raises in several years. Dixon replied that we were still competitive based on the last salary survey conducted by the SDCOE; however, increasing salaries never discourages people from applying.*
- B. Personnel List Report
- C. Other- *Director Dixon shared that she is targeting December for resigning. She has made arrangements for CSPCA to conduct the recruitment if the commissioners would like to utilize that process.*

10. CORRESPONDENCE

*Public Comments-None*

- A. Letter from SDCOE approving PC budget for 2022/23  
*Dixon explained to Ms. Nuskin that the PC develops their own budget and that the SDCOE is the agency that oversees our budget. Commissioner Baird asked if the commissioners had received his legislative update via email. He shared that the “banding” of eligible candidates seemed to be passing through the legislature and that CSEA was now taking a neutral position. He also mentioned that training/budgeting would be needed to conduct an election if banding of scores were to pass.*

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, August 9, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

12. ADJOURNMENT – 4:12 P.M.