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

Regular Meeting Minutes

3:30 PM, September 13, 2022
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:31 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 Resources Analyst

Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE September 13, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the September 13, 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 August 30, 2022, PERSONNEL COMMISSION SPECIAL MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the August 30, 2022, Personnel Commission Special 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- *Wayne Baldwin shared, "all good"*.
- B. San Dieguito Union High School District- *Not in attendance*.
- C. Public – *None*

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR34, Open/Promotional-Dual Certification, updated 08/29/22, individual 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 Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 09/01/22, 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 Continuous Filing Eligibility List for Instructional Assistant Special Education, SR34, Open/Promotional-Dual Certification, updated 09/06/22, 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 Behavior Intervention, SR36, Open/Promotional, updated 09/06/22, 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 a Continuous Filing Eligibility List for Transportation Router-Scheduler, SR43, Promotional Only, effective 09/07/22, eligibility valid for six months. *Please note "Continuous" should not have been part of the recommendation.*

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 Administrative Assistant III, SR42, Open/Promotional-Dual Certification.

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 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

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Human Resources Specialist, SR46, Open/Promotional-Dual Certification.

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

8. CLASSIFICATIONS REVIEWS

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to revise the job description for Information Systems Support Technician as proposed.

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

9. APPROVAL OF THE 2021-22 ANNUAL REPORT

Public Comments-Carmen Blum, Carlos Magana, Octavio Hernandez and Laura Hernandez

each spoke regarding specific problems/concerns/grievances between the district and some classified employees. Mr. Magana requested that an item be placed on next month's PC agenda to discuss these items in more detail. There was a discussion as to how this would be in the purview of the commission with Commissioner Baird stating that it would be if any PC rules are being violated. Commissioner Charles requested that the district be provided with a list of the concerns well in advance so that it could be a productive discussion.

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the 2021-22 Annual Report of the Personnel Commission for submission to the Board of Trustees.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

10. 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, second by JEFF CHARLES, to hold the October 11, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments- None

A. Vacancy Report

B. Personnel List Report

C. Other – *Director Dixon briefly discussed the timeline for the director recruitment.*

12. CORRESPONDENCE

Public Comments, if any

Commissioner Baird discussed an email he initiated in his CSPCA role announcing that the "Banding/Rule of 3" bill was withdrawn by the author.

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 11, 2022, at 3:30 P.M. Please note, this meeting may be held virtually.

14. ADJOURNMENT – 5:00 P.M.