

San Dieguito Union High School District
PERSONNEL COMMISSION
Regular Meeting Minutes
3:30 P.M., January 9, 2024

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:39 p.m. by Commissioner JEFF CHARLES.

2. Pledge of Allegiance

Commissioner Charles led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham

Jeff Charles

John Baird

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel

Barbara Bass, Human Resources Analyst

Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the January 9, 2024, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda of the January 9, 2024, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

4. Approval of the Minutes for the December 12, 2023, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JOHN BAIRD with addition to the minutes, Item 8, reflecting that a request was made for staff to present possible next steps at future meeting, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the December 12, 2023. Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

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 - *None*
- B. San Dieguito Union High School District - *None*
- C. Public – *John Baird*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated 12/11/2023, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- B. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 12/11/2023, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- C. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 12/13/2023, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

D. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 12/18/2023, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

E. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 12/18/2023, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

F. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 12/19/2023, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

G. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 12/22/2023, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

A. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Communications Coordinator, Management, SR11, Open/Promotional-Dual Certification.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

B. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

C. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Custodian - Floater, SR33, Open/Promotional-Dual Certification.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

8. CLASSIFICATION REVIEW

Public Comments - None

A. Director of Student Data Services (Job Description Revision)

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the recommended revisions to the Director of Student Data Services job description.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

10. CORRESPONDENCE

Public Comments - None

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, February 13, 2024, at 3:30 p.m. Location to be determined.

12. ADJOURNMENT – 4:14 p.m.