

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

Regular Meeting

3:30 P.M., June 9, 2020
Virtual Meeting

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please email the Director of Classified Personnel at susan.dixon@sduhsd.net prior to the start of the meeting. Include in the email your name, organization that you represent(if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review on the district website, www.sduhsd.net. If you are unable to access the agenda packet on the website, please email susan.dixon@sduhsd.net to receive a copy.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491 x5543. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

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

Regular Meeting Agenda

3:30 P.M., June 9, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order.....Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the June 9, 2020, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the June 9, 2020 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the May 12, 2020, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the minutes for the May 12, 2020, Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to extend the Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification, effective 1/27/20, from 7/27/20 to 8/27/20.

DISCUSSION/INFORMATION ITEMS (See Supplements)

6. RECORDING PERSONNEL COMMISSION MEETINGS
7. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List Report
 - C. Other
8. CORRESPONDENCE
9. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

 - A. California School Employees Association
 - B. San Dieguito Union High School District
 - C. Public
10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, July 14, 2020, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary.

11. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, May 12, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:37 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests-April Llamas

3. APPROVAL OF THE AGENDA FOR THE May 12, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the May 12, 2020, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE April 14, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the April 14, 2020, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification, effective from 3/10/20. *Commissioner Baird asked if the 3/10/20 signified the candidate's start date. Director Dixon clarified that 3/10/20 is the date the eligibility list is finalized and established following all testing to qualify. She explained that currently qualification appraisal interviews are conducted virtually and that we are researching possible testing services (such as eSkills) for use to conduct multiple choice and performance exams.*

Passed unanimously

B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Nutrition Services Operations Supervisor, Supervisory Salary Range 11, Open/Promotional-Dual Certification, effective from 4/23/20.

Passed unanimously

6. 2020-21 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL
 - A. Open Public Hearing at 3:48 PM
 - B. Call for Public Comment – None
 - C. Close Public Hearing at 3:50 PM
 - D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the 2020-21 Personnel Commission Budget as proposed.
Passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List Report
 - C. Other – *Director Dixon informed the commission that an inquiry was made to Commissioner Baird regarding the recording of the PC meetings to post on the SDUHSD website. Due to the Brown Act, it was determined that this topic should be placed on the June agenda as a discussion item. Director Dixon will survey area districts to see if anyone has felt a need for recording. Justin Cunningham asked if there is a cost involved to record and post our virtual meetings.*
8. CORRESPONDENCE – None.
9. PUBLIC COMMENTS

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 - A. California School Employees Association-April Llamas is working with the district on distance learning for students. She stated that CSEA would support the decision of the commission regarding the recording of meetings.
 - B. San Dieguito Union High School District-Director Dixon stated that acknowledgement of Classified School Employee Week will be different this year but that classified employees would be recognized.
 - C. Public –John Baird stated that prior telephonic communication by one Commissioner required roll call vote. Director Dixon informed him that the current situation protocol has relaxed Brown Act requirements. Commissioner Charles shared a link to the current legislation. Roll call votes on motions will be held at the next meeting.
10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 9, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary
11. ADJOURNMENT – 4:20 PM

San Dieguito Union High School District
Personnel Commission
Secretary
Eligibility List
Open/Promo-Dual Certification

Extend from 7/27/2020 to 8/27/2020

<i>Applicant ID</i>	<i>Rank</i>
3336935	1
2986293	2
6225467	2
1018850	3
1481750	3
5387354	4
3586358	5
4500203	6
3626342	6
5801773	6
6156234	7
3916433	8
6225483	9
2821796	10
5387809	11
6279975	12
3264849	12
3558969	13
4473542	14
2866271	14
6161456	15

S. Dixon

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 6/04/20

Classified Personnel

7 current/pending vacancies in 6 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
SS/DO	NEW	Registrar	40	1.00	Selection interview June 2020
FAC	AA204	Locksmith	40	1.00	Selection on hold
FAC	NEW	Director of Maintenance	40	1.00	Recruitment on hold
TRANS	AI895	School Bus Driver	20	0.50	Continuous recruitment
CV	AJ224	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview on hold
EW	AH628	Nutrition Services Assistant I	11.25	0.28	Selection interview on hold
OC	AJ220	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview on hold
TP	NEW	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview on hold

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Santos Ramirez, Jesus**, Administrative Assistant II, SR40, 100.00% FTE, Technology Department, effective 04/20/20.

Leave of Absence

1. **Howard, Andrea**, from 100.00% Unpaid Leave of Absence to Instructional Assistant-SpEd (NS), SR34, 37.50% FTE, Torrey Pines High School, effective 05/26/20.

Resignation

1. **Keyohara, Maureen**, Receptionist, SR32, 100.00% FTE, San Dieguito High School Academy, resignation for the purpose of retirement, effective 06/17/20.