

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

**Regular Meeting Minutes**

3:30 PM, January 14, 2020

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Members in Attendance

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

April Llamas

3. APPROVAL OF THE AGENDA FOR THE JANUARY 14, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the January 14, 2020, Personnel Commission Regular Meeting.

*Passed*

4. APPROVAL OF THE MINUTES FOR THE DECEMBER 10, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the December 10, 2019, Personnel Commission Regular Meeting.

*Passed*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification, six months eligibility.

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for Director of Transportation, Management Salary, Group 5, Range 4, Open/Promotional-Dual Certification, six months eligibility.

C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM to establish an Eligibility List for Communications Coordinator, Management Salary, Group 5, Range 11, Open/Promotional-Dual Certification, six months eligibility.

- D. Motion by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM to establish an Eligibility List for Locksmith, SR47, Open/Promotional-Dual Certification, six months eligibility.  
*All passed unanimously*

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Merged Eligibility List for Accounting Assistant, SR 40, Open/Promotional-Dual Certification, update effective as of 11/09/19.
- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Grounds Supervisor, Supervisory Salary Range 6, Open/Promotional, eligibility from 12/06/19.
- C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Learning Commons Technician II, SR-42, Promotional Only, eligibility from 12/20/19.
- D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Learning Commons Technician I, SR-40, Open/Promotional-Dual Certification, effective from 1/08/20.
- E. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for School Plant Supervisor-Middle School, SR 39, Promotional Only, eligibility from 1/09/20.  
*All passed unanimously*

7. CLASSIFICATIONS REVIEWS

- A. Locksmith  
Motion by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to revise the class description for Locksmith, SR 47 as proposed.
- B. Student Health Care Specialist  
Motion by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish the classification of Student Health Care Specialist and approve the job description as proposed.  
Motion by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to recommend to the SDUHSD Board of Education allocation of the classification of Student Health Care Specialist to Range 38 of the Classified Employees Salary Schedule.
- C. Secretary, Athletics  
Motion by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to retain the classification of Secretary, SR 36, for positions supporting the Athletic Program at an assigned high school.  
*All passed unanimously*

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

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Director Dixon has been invited to present to the Board of Education at their February meeting. She will describe the functions and processes under the Merit System for Classified Personnel.

- A. Vacancy Report  
B. Personnel List Report  
C. Other

9. CORRESPONDENCE – None.

10. 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- April Llamas announced she is the new CSEA President.

- B. San Dieguito Union High School District – None
- C. Public – Carmen Blum provided a list of employees who can speak Spanish.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 11, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNED – 3:50 PM