

**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 date 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

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 is working with the district as a member of the District Reopening Committee. 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 votes. Director Dixon informed him that the current situation has relaxed some 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