

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

Regular Meeting Minutes

3:30 PM, January 12, 2021
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by JEFF CHARLES

2. PLEDGE OF ALLEGIANCE

Commissioner Charles 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

Kathy Potter, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE January 12, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the January 12, 2021, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

4. APPROVAL OF THE MINUTES FOR THE December 8, 2020, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the December 8, 2020, Personnel Commission Regular 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-April Llamas was conducting District business so she was unable to attend, she communicated the following message, “We are continuing to work with the District to come up with creative solutions to ensure safety for classified employees as the District works to have additional students on sites.”
- B. San Dieguito Union High School District-None
- 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 JOHN BAIRD, to approve the Eligibility List for Administrative Assistant III, SR 42, Promotional Only, effective 12/08/20.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Student Health Care Specialist, SR 38, Open/Promotional-Dual Certification, effective 12/14/20.
Commissioner Baird inquired why this list is being approved again so soon. Director Dixon stated that all candidates were hired from the previous list, and there are two new positions that have been added in the district.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 1/04/21 individual eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- D. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Severe, SR 36, Open/Promotional, updated 1/06/21, individual eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

7. ELIGIBITLY LISTS TO BE ESTABLISHED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Administrative Assistant I, SR38, Promotional Only.

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

- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Campus Supervisor, SR32, Open/Promotional/Dual Certification. *Commissioner Baird inquired about Limited Term Campus Supervisors being hired to supervise students on campus during distance learning. He referenced the EdCode and stated that legally the teacher is still responsible for the students and he wants to make sure the District and teachers are aware of this. Director Dixon stated that at this time coverage has been discussed through the first semester and that coverage is to ensure sufficient adult supervision on each campus. She further stated that the District and CSEA leadership have discussed how classified staff will be used for coverage.*

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

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Student Health Care Specialist, SR38, Open/Promotional-Dual Certification.

There was discussion regarding the language used for this section and how the wording can be changed to clarify that "Eligibility Lists to Be Established" essentially means approving the opening of a recruitment to fill an approved or anticipated vacancy.

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

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

A. Vacancy Report – *Director Dixon mentioned that requisitions to fill vacancies for Instructional Assistant and Nutrition Services were approved and the eSkill testing format continues to be used to develop eligibility lists.*

B. Personnel List Report –

C. Other – SD CSPCA Regional Meeting

9. CORRESPONDENCE – Notification of SD CSPCA Regional Meeting.

Public Comments-None

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 9, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

11. ADJOURNED – 4:43 PM