

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

**Regular Meeting Minutes**

3:30 PM, February 9, 2021  
Virtual Meeting

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by Commission Chair 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 February 9, 2021, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the February 9, 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 January 12, 2021, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the January 12, 2021, 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 commented that work is still impacted by the COVID-19 pandemic. She shared that the District is required to have a safety plan at each site and April and/or site reps are attending those meetings.
- B. San Dieguito Union High School District-Tina Peterson acknowledged how busy all staff are and thanked everyone for their hard work.
- C. Public-None

**ACTION ITEMS-(See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

*Public Comments-None*

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual certification, updated 1/28/21, individual eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- B. 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 1/25/21, individual eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- C. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Administrative Assistant I, SR 38, Promotional only, effective 1/11/21, valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- D. 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 2/01/21, individual eligibility for six months. *Director Dixon explained that new candidates had tested since 1/25/21, Item 6B.*

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 JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification.

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

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification. *Commissioner Baird questioned the rationale for not making this recruitment a Promotional Only posting referencing an Education Code provision. Director Dixon explained the process used to determine how recruitments are posted. Based on past recruitments for this job classification, there was no evidence to suggest there would be a sufficient pool of internal candidates. Dixon will provide a summary of the candidate pool for this recruitment at the next meeting to see if there is justification for changing the type of posting in the future.*

John Baird-No  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with two Ayes*

- C. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Contracts Analyst, SR62, Open/Promotional-Dual Certification.

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

8. CLASSIFICATION REVIEW

Job Description Update: Vehicle/Equipment Supervisor

- A. The motion was amended by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, as indicated by underline/italics, revise the class description for Vehicle/Equipment Supervisor as proposed *with the addition of a reference to alternative energy and to adopt it thereafter.* *Commissioner Cunningham asked about the potential for alternative energy sources in the future. After consulting with the Director of Transportation, Antonio Perez, regarding this possibility, the commission decided to amend the classification description further.*

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

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments-None*

A. Vacancy Report – *Director Dixon spoke about the status of vacancies*

B. Personnel List Report –

C. Other – *Director Dixon reported that there was an anticipated vacancy for an HVAC Technician and that revisions to the job description would need to be made to ensure the minimum qualifications (e.g. licensure/certifications required) are consistent with the industry standard. The recruitment will be posted with a statement that includes proposed changes. The Classified Employee-of-the-Year Program is underway.*

10. CORRESPONDENCE-

*Public Comments- None*

*Director Dixon shared the CSPCA was requesting the commission submit a letter in support of AB289. Dixon stated she would draft the letter and email it to commissioners to see who would like to have their name included.*

10. NEXT PERSONNEL COMMISSION MEETING

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

11. ADJOURNED – 5:18 PM