

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

Special Meeting Minutes

11:00 AM, June 25, 2021
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 11:06 A.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

3. APPROVAL OF THE AGENDA FOR THE June 25, 2021, PERSONNEL COMMISSION SPECIAL MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the June 25, 2021, Personnel Commission Special Meeting.

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

ACTION ITEMS-(See Supplements)

4. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve revisions to the Eligibility List for Registrar, SR 40, Open/Promotional, updated 6/23/21, eligibility until 11/14/21.

Director Dixon explained that the recently established Registrar Eligibility List has fewer than three ranks who are interested in being considered for the current vacancy at Torrey Pines High School. In order to provide the site with the three ranks to which they are entitled and fill the vacancy prior to the existing Registrar's departure, an additional candidate from a related list was tested and qualified and subsequently added to the list. This action does not affect the ranking of existing employees on the promotional list. Due to the unique circumstances involved in revising the list, a special meeting was called to provide an opportunity for discussion/objection prior to action being taken.

John Baird-Aye
Jeff Charles-Aye

Justin Cunningham-Aye
Passed with three Ayes

5. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, July 13, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

6. ADJOURNMENT – 11:16 A.M.