

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

Regular Meeting Minutes

3:30 PM, April 12, 2022

SDUHSD District Office, Large Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by Commission Chair JOHN BAIRD

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director

3. APPROVAL OF THE AGENDA FOR THE April 12, 2022, PERSONNEL COMMISSION
REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the April 12, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

4. APPROVAL OF THE MINUTES OF THE March 2, 2022, PERSONNEL COMMISSION
SPECIAL MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes of the March 2, 2022, Personnel Commission Special Meeting.

John Baird-Aye

Justin Cunningham-Aye

Passed with two 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-None
- B. San Dieguito Union High School District-Associate Superintendent, Tina Douglas, shared that the district finished negotiation today with CSEA and thanked CSEA for the collaborative approach. She also shared her appreciation for Wayne Baldwin's leadership.
- C. Public –Carmen Blum stated that the recently established classification of Licensed Mental Health Clinician and the existing classification of Occupational Therapist should not be classified positions due to their "professional" status and high pay. Director Dixon shared her understanding of why these assignments are classified. Ms. Blum requested that a distinction between classified and certificated be provided.

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 a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual certification, updated 3/03/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Human Resources Certificated Analyst, SR 52, Open/Promotional-Dual Certification, effective 3/7/22, eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Health Technician, SR 35, Open/Promotional-Dual Certification, effective 3/8/22, eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- D. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant, SR 37, Open/Promotional, updated 3/10/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- E. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 3/10/22, individual eligibility valid for six

months.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

- F. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 3/16/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- G. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education Behavior Intervention, SR 36, Open/Promotional updated 3/16/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- H. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant Special Education, SR 37, Open/Promotional, updated 3/16/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- I. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Lead Vehicle & Equipment Mechanic, SR 52, Open/Promotional, effective 3/16/22, eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- J. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 3/17/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- K. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to approve a Continuous Filing Eligibility List for Instructional Assistant Bilingual, SR 31, Open/Promotional-Dual Certification, updated 3/17/22, individual eligibility valid for six months.

John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes

- L. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR 40, Open/Promotional-Dual Certification, updated 3/23/22, individual eligibility valid for six months.

John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes

- M. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 3/25/22, individual eligibility valid for six months.

John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes

- N. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 3/30/22, individual eligibility valid for six months.

John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Administrative Assistant II, SR40, Open/Promotional (merged list).

John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month eligibility list for Accounting Assistant ASB, SR 40, Open/Promotional-Dual Certification (merged list).

John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Executive Assistant, Confidential SR 1, Open/Promotional-Dual Certification.

John Baird-Aye
Justin Cunningham-Aye

Passed with two Ayes

8. CLASSIFICATION REVIEW

Public comments- See below

A. Maintenance Supervisor

1. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to revise the job description for the classification of Maintenance Supervisor as presented.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

2. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to retain Range 9 of the Supervisor Salary Schedule for the Maintenance Supervisor classification.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

B. Interpreter for the Hearing Impaired

1. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to revise the job description for Interpreter for the Hearing Impaired as presented.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

2. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to abolish the classifications of Interpreter for the Hearing Impaired (R54), Interpreter for the Hearing Impaired (NIC) (R57), and Interpreter for the Hearing Impaired (NIC Master) (R63) and to retain Interpreter for the Deaf and Hard-of-Hearing at Range 60 of the Classified Salary Schedule.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

Public comment – Ms. Blum expressed concerns regarding the amount of the bilingual differential for Receptionist and Administrative Secretary. Ms. Blum requested that this item be deferred to a subsequent meeting after review of the differentials as this is a related classification.

C. School Plant Supervisor – Small School/Auxiliary Sites

1. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a classification of School Plant Supervisor – Small School/Auxiliary Sites and approve the job description as presented.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

2. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to recommend to the SDUHSD Board of Trustees allocating the classification of School Plant Supervisor – Small School/Auxiliary Sites to Range 39 of the Classified Employees Salary Schedule.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

D. Licensed Mental Health Clinician (Pending)

Classification was established on 2/8/22; the salary recommendation was tabled.

1. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to recommend to the SDUHSD Board of Trustees allocating the classification of Licensed Mental Health Clinician to Range 62 of the Classified Employees Salary Schedule.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

Public Comment – Mr. Baldwin spoke on behalf of CSEA regarding recognition of the need for the position but expressing concern about the funding of the position and the possibility of its impact on funding other classified positions. The discussion included comments about whether the source of funding should be included in the job posting. Ms. Douglas explained the way that LCAP funding works. Unlike grant funded positions, this is not considered one-time funding. As long as it's in the LCAP plan it's funding is ongoing.

E. Athletic Trainer

1. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to recommend to the SDUHSD Board of Trustees reallocating the classification of Athletic Trainer from Range 42 to Range 47 of the Classified Employees Salary Schedule.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

9. ASSEMBLY BILL 361

Public Comments- None

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to hold Personnel Commission meetings scheduled in the next 30 days, virtually.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. RULE REVISION

Public Comments-None

Rules & Regulations for the Classified Service

Rule 7.3 Compensation for Limited-Term Employment (specifically former employees who return to work in limited-term or substitute assignments that are a higher classification than the position they held when permanent).

Director Dixon explained that there are instances when a former employee returns to help the district by working as a substitute in a higher classification than their permanent assignment

and, based on the current rule, they are paid at the same rate as someone who has not previously worked for the district. Dixon asked if the commission would support a revised rule which would compensate former employees differently. The example provided is when an IA Special Education (R34) returns to work in the IA personal care capacity and they are paid a lower rate than what they had earned. Dixon will bring a draft of a proposed rule revision to a future meeting.

11. PROPOSED 2022-2023 BUDGET REVIEW (First Read)

Public Comments – None

Director Dixon reviewed the proposed budget. There were no proposed revisions. The item will appear at the next meeting within a public hearing.

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

A. Vacancy Report

B. Personnel List Report

C. Other – *Commissioner Baird gave an overview of the CSPCA state conference.*

13. CORRESPONDENCE-

Public Comments- None

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 10, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

15. CLOSED SESSION

Public Comments – None

A. Personnel Commission Staff Administrative Matter

B. Potential Hearings

C. Examination Content

16. RECONVENE TO OPEN SESSION

A. Commissioner Baird reported that there was no action taken during closed session.

17. ADJOURNMENT – 6:17 P.M.