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

Regular Meeting Minutes

3:30 PM, August 9, 2022
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by Commission Chair JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird 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 Resource Analyst

Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE August 9, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the August 9, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

4. APPROVAL OF THE MINUTES OF THE July 12, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes of the July 12, 2022, 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- *None*
- 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. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant-Bilingual, SR31, Open/Promotional-Dual Certification, updated 06/27/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- B. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR34, Open/Promotional-Dual Certification, updated 07/07/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, effective 07/07/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- D. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, effective 07/11/22, eligibility valid for six months.

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

- E. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/ Promotional-Dual Certification, updated 07/11/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- F. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd Behavior Intervention, SR36, Open/ Promotional, updated 07/14/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- G. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve Continuous Filing Eligibility Lists for Instructional/Personal Care Assistant, SR37, Open/ Promotional - Dual Certification, updated 07/14/22 and 7/18/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- H. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Nutrition Services Supervisor, R4, Open/ Promotional-Dual Certification, effective 07/18/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- I. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Skilled Maintenance Worker, SR49, Open/Promotional-Dual Certification, effective 7/19/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- J. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant-Bilingual, SR31, Open/Promotional-Dual Certification, updated 7/28/22, individual eligibility valid for six months.

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

- K. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 8/1/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments-None

- A. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- B. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Information Technology (IT) Support Technician, SR51, Open/Promotional-Dual Certification.
There was a brief discussion about the history of this classification and the intent for the additional position being added at this time.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Nutrition Services Transporter II, SR29, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- D. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Accountant, SR52, Promotional Only.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- E. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification.
John Baird-Aye

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

- F. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Information Systems Support Technician, SR44, Open/Promotional-Dual Certification.

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

8. CLASSIFICATION REVIEWS

Public comments-see below

A. Vehicle & Equipment Service Worker

Moved by JUSTIN CUNNINGHAM seconded by JEFF CHARLES, to revise the job description for Vehicle and Equipment Service Worker as proposed.

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

B. Human Resources Specialist

Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a new classification of Human Resources Specialist, approve the job description as presented, and recommend to the Board of Trustees allocating the classification of Human Resources Specialist to Range 46 of the Classified Salary Schedule.

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

C. Health Technician

Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES to classify the vacant Health Technician (R35) position at Oak Crest Middle School to Student Health Care Specialist (R40).

Director Dixon explained that historically changes to vacant positions have not been brought to the Personnel Commission; however, the new practice is to have the commission review all changes. The student body at this school includes medically fragile students and students who require administration of medication so the licensed nurse classification is needed.

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

D. Student Support Facilitator

Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to update the job description for Student Support Facilitator (R39) as presented.

Director Dixon explained the changes to the job description and that funding was approved to

restaff 10 positions. Commissioner Baird inquired about the recall process used in returning incumbents to assignments.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

E. Administrative Assistant II

Moved by JEFF CHARLES seconded by JUSTIN CUNNINGHAM, to accept the recommendation of “no change in classification” for Donna Crosby, Administrative Assistant II in Special Education.

Director Dixon explained that a standard classification review was conducted to come up with a recommendation and gave an overview of this review. Carmen Blum asked about the difference between a standard and non-standard review and if the emails Ms. Crosby provided were reviewed. Dixon went through the steps that were part of the study. The study did include looking at each of the emails Ms. Crosby provided and talked through the emails with Ms. Crosby. Ms. Blum asked if the duties Ms. Crosby was performing were compared to the job description for Administrative Assistant II. Dixon acknowledged that many duties on the job description were not being performed by Ms. Crosby (e.g calendar, taking notes at meetings); working within a database, producing reports and maintaining files have been primary duties. Ms. Blum asked what Ms. Crosby’s job will look like when she returns. Dixon explained that there are numerous staffing changes in special education right now and she does not know specifically what duties Ms. Crosby will perform. The job description for Administrative Assistant II is broad. Dixon stated she will work with Ms. Hazlewood and monitor the situation when Ms. Crosby returns. Ms. Blum finished by clarifying her meaning of the word “negligence” that was used in a past meeting was to reference specific instances of requests from employees.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

9. ASSEMBLY BILL 361/SPECIAL MEETING SCHEDULE

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 JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to hold Personnel Commission meetings scheduled in the next 30 days, virtually.

This motion was modified to exclude reference to a September 13, 2022 meeting date.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to schedule a special meeting of the Personnel Commission on August 30, 2022.

This motion was modified to specify a special meeting date.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham- Aye

Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments- None

A. Vacancy Report

B. Personnel List Report

C. Other- Dixon mentioned that she has been going to sites to administer the qualification exam to implement the bilingual stipend. Commissioner Baird reported that a San Diego CSPCA meeting will be conducted next week.

11. CORRESPONDENCE

Public Comments-None

12. NEXT PERSONNEL COMMISSION MEETING

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

13. ADJOURNMENT – 5:02 P.M.