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

**Regular Meeting Meetings**

3:30 P.M., December 13, 2022  
Virtual Meeting

**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

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director

Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the December 13, 2022, Personnel Commission Regular Meeting.

*Public Comments - None*

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the December 13, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

4. Approval of the Minutes for the November 8, 2022, Personnel Commission Regular Meeting.

*Public Comments - None*

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the November 8, 2022 Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

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5. Approval of the Minutes for the November 28, 2022, Personnel Commission Special Meeting.

*Public Comments - None*

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes of the November 28, 2022, Personnel Commission Special Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

6. 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 – *Wayne Baldwin (President) and Paul Valen (Labor Representative) shared ongoing negotiation concerns with the district regarding the January 1, 2023 minimum wage increase and the impact on the Classified Salary Schedule. Mr. Baldwin, Mr. Valen and the Commissioners scheduled a tentative Special Meeting for Thursday, December 22, 2022 at 3:30 pm if the district and CSEA do not agree to a solution at the next negotiation meeting scheduled on Monday, December 19, 2022.*

B. San Dieguito Union High School District

C. Public

### **ACTION ITEMS (See Supplements)**

7. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

*Public comments - None*

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 11/10/2022, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

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B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Merged Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 11/18/2022, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification, effective 11/18/2022, eligibility 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 JEFF CHARLES, to approve an Eligibility List for Human Resources Specialist, SR46, Open/Promotional-Dual Certification, effective 11/21/2022, eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

E. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Director of Classified Personnel, Management, SR2, Open/Promotional-Dual Certification, effective 11/21/2022, eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

## 8. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public comments* - None

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Director of Purchasing, Management, SR10, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

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B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Construction Projects Manager II, Management, SR3, Open/Promotional.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

## 9. CLASSIFICATION REVIEWS

*Public comments - None*

### A. Grounds Maintenance Worker I & II

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to update the job description for Grounds Maintenance Worker I as presented.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to retain the current salary allocation of Range 35 for Grounds Maintenance Worker I.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to update the job description for Grounds Maintenance Worker II as presented.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to retain the current salary allocation of Range 39 for Grounds Maintenance Worker II.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

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B. Transportation Operations Supervisor

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to update the job description for Transportation Operations Supervisor as presented.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to retain the current salary allocation of Supervisory Range 6 for Transportation Operations Supervisor.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

10. ORGANIZATION OF THE PERSONNEL COMMISSION

*Public comments - None*

A. Election of Chair for the Personnel Commission

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, that JUSTIN CUNNINGHAM be nominated as Chair of the Personnel Commission for 2023.

John Baird-Aye

Jeff Charles-Aye

Passed with two Ayes

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, that nominations be closed. JUSTIN CUNNINGHAM is elected as Chair of the Personnel Commission for 2023.

John Baird-Aye

Jeff Charles-Aye

Passed with two Ayes

B. Election of Vice-Chair for the Personnel Commission

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, that JEFF CHARLES be nominated as Vice-Chair of the Personnel Commission for 2023.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, that nominations be closed. JEFF CHARLES is elected as Vice-Chair of the Personnel Commission for 2023.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

11. PERSONNEL COMMISSION MEETING CALENDAR – 2023

*Public comments – None*

*Director Dixon explained new Assembly Bill 2449 that was signed into law on September 13, 2022 by Governor Newsom. The governor announced that the state of emergency*

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*related to the pandemic will be over in February. AB 361, which allows us to meet virtually, will be in effect for the January meeting and possibly February. Dixon will research and get back to the Commission with the exact cutoff date.*

- A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the schedule for the regular meetings of the Personnel commission for 2023 as listed on the attached supplement, "Personnel Meeting Schedule 2023", to be held at 3:30 P.M., the second Tuesday of each month, either virtually or at a designated district meeting space.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

## 12. 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 JEFF CHARLES, to hold the January 10, 2023, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

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

### 13. PENDING GRIEVANCES BETWEEN SDUHSD AND CSEA

*This item was placed on the agenda at the request of CSEA. It was also on the November agenda.*

*Public Comments – Wayne Baldwin (CSEA President) noted that the district is working with CSEA but there is a long road ahead.*

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14. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments – Susan Dixon (Classified Personnel Director) thanked everyone for their support during her employment at SDUHSD. Susan is retiring at the end of the year.*

- A. Vacancy Report
- B. Personnel List Report
- C. Other

15. CORRESPONDENCE

*Public Comments - None*

16. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, January 10, (Corrected from 11), 2023, at 3:30 P.M. Please note, this meeting may be held virtually.

17. ADJOURNMENT – 5:04 P.M.