

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

**Regular Meeting Agenda**

3:30 P.M., August 13, 2019

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office – Large Board Room

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**REGULAR MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the August 13, 2019, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the August 13, 2019 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the July 9, 2019, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the July 9, 2019 Personnel Commission Regular Meeting.

**ACTION ITEMS (See Supplements)**

5. ELIGIBILITY LISTS TO BE APPROVED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 7/10/19.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for ACCOUNTING ASSISTANT, SR-40, Open/Promotional-Dual Certification, eligibility from 7/16/19.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, eligibility from 7/17/19
  - D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for NUTRITION SERVICES OPERATIONS SUPERVISOR, Supervisory Salary Schedule Range 11, Open/Promotional-Dual Certification, eligibility from 7/18/19
  - E. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT-SpEd Severe, SR-36, Open/Promotional, eligibility from 7/23/19
  - F. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd Non-Severe, SR-34, Open/Promotional-Dual Certification, eligibility from 7/23/19
  - G. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT-SpEd Behavior Intervention, SR-36, Open/Promotional, eligibility from 7/23/19
  - H. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT II, SR-40, Open/Promotional-Dual Certification, eligibility from 7/26/19
  - I. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, eligibility from 8/01/19
  - J. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, eligibility from 8/02/19

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, six months eligibility.

7. APPROVAL OF THE 2018-19 ANNUAL REPORT

- Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the 2018-19 Annual Report of the Personnel Commission for submission to the Board of Trustees.

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

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

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

9. CORRESPONDENCE

10. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association  
B. San Dieguito Union High School District  
C. Public

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 10, 2019, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

12. ADJOURNMENT

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

**Regular Meeting Minutes**

3:30 P.M., July 9, 2019

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:33 p.m. by JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Tina Douglas

Alex Guerrero

Robert Haley, Ed.D.

April Llamas

Paul Valen

3. APPROVAL OF THE AGENDA FOR THE JULY 9, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the July 9, 2019, Personnel Commission Regular Meeting

Commissioner Baird requested that Item 8 be moved to a discussion item; Commissioner Charles suggested leaving it as an action item because the motion could be changed at the time the item is presented.

*Passed unanimously with 3 Ayes*

4. APPROVAL OF THE MINUTES FOR THE JUNE 11, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the June 11, 2019, Personnel Commission Regular Meeting.

*Passed unanimously with 3 Ayes*

5. APPROVAL OF THE MINUTES FOR THE JUNE 20, 2019, PERSONNEL COMMISSION SPECIAL MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes for the June 20, 2019, Personnel Commission Special Meeting with Commissioner Charles' suggested revision to record that the vote on Item 7 was unanimous.

*Passed unanimously with 3 Ayes*

**ACTION ITEMS**

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for ACCOUNTING ASSISTANT, SR-40, Open/Promotional- Dual Certification, eligibility 6/20/19. *Commissioner Baird commented on the list since it contained just one rank and checked to ensure the agreed upon process was followed when interviewing fewer than three ranks. Director Dixon explained that in this instance the director elected to wait until a list with three ranks was established.*

*Passed unanimously with 3 Ayes*

7. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish an Eligibility List for ACCOUNTING ASSISTANT, SR-40, Open/Promotional-Dual Certification, six months eligibility.
- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional- Dual Certification, six months eligibility.
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, six months eligibility.
- D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for OCCUPATIONAL THERAPIST, SR-60, Open/Promotional-Dual Certification, six months eligibility.
- E. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish an Eligibility List for NUTRITIONAL SERVICES OPERATIONS SUPERVISOR, Supervisory Salary Range 11, Open/Promotional-Dual Certification, six months eligibility.
- F. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT II SR-40, Open/Promotional-Dual Certification, six months eligibility.

*All passed unanimously with 3 Ayes*

8. CLASSIFICATION REVIEWS

- A. Visual Communications Specialist

Modifications to the job description as a result of the discussion at the June PC meeting were presented as part of this item.

1. Motion by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to amend the motion to read establish a new classification of Communications Coordinator as presented in the July 9, 2019 version of the job description.

*Commissioner Baird requested a roll call vote. Commissioners Charles and Cunningham voted "Aye", Commissioner Baird voted "No". Motion carried 2 to 1. Commissioner Baird requested that the minutes reflect that his vote was based on the fact that handing out a revised job description is a violation of the Brown Act and he is not sure the classification is management.*

2. Motion by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to recommend to the SDUHSD Board of Education the establishment of a new salary range of 11, \$80,324 - \$94,651 on the Management Salary Schedule with the amended title of Communications Coordinator.

*Commissioner Baird asked for a roll call vote. Commissioner Charles and Cunningham voted "Aye", Commissioner Baird voted "No".*

*This item had considerable discussion prior to voting. Director Dixon presented a handout with modifications to the description based on the discussion from the previous PC meeting. She highlighted the changes: title to Communications Coordinator, eliminating references to "visual" and*

replacing with “digital”, an added duty related to a student intern program, and expanding the education/experience requirement. Commissioner Baird expressed concern that these revisions were not provided earlier. Dixon explained that it was just that morning that she was able to share revisions with Dr. Haley due to their vacation schedules. Commissioner Baird reiterated his concern about meeting posting requirements of the Brown Act. Commissioner Cunningham stated he thought the changes were okay since edits can be made during a meeting. Commissioner Charles expanded on that concept and included that he did not think the edits were significant. Director Dixon stated that the edits were largely reflected in the minutes from the previous meeting. Commissioner Baird also expressed concerns about salary placement; however, Commissioner Charles suggested that be deferred to the second motion. Director Dixon pointed out that there was a speaker slip on this item. Paul Valen, CSEA Labor Representative assigned to the chapter, explained his concerns about placing this position outside of the bargaining unit because currently there are individuals who are doing portions of the job duties who are part of the unit. Mr. Valen presented the commissioners with job descriptions from the comparisons used and pointed out that two of the comparisons are bargaining unit positions and asked the commissioners to look at placing this classification in the bargaining unit instead of management. Director Dixon acknowledged the similarity of some duties but pointed out that they report to a director not the superintendent so the decision-making, independence and judgment were higher. Mr. Valen responded to Commissioner Baird’s inquiry about whether past positions performed the work and pointed out that positions had been eliminated previously. Director Dixon said that this assignment will write content, make decisions related to marketing and branding whereas the Media Technician/Web Technician did more technical tasks. Commissioner Cunningham stated that he goes back to how this is a communications position and that it necessitates working closely with the superintendent and leadership council. Commissioner Charles stated that he continues to think it lends itself to two people – one more directive, vision-centric, managerial and the other more hands-on. If a decision needs to be made as to which comes first it is directive, someone is needed to build the program. Commissioner Baird inquired about how the PC staff will test for the dual role so Director Dixon gave an overview of how the exam would be developed and applications screened. Commissioner Baird brought up the change in language regarding experience leading to a discussion of differences in public versus private agencies, a preference for school experience, and whether the language used was appropriate. Commissioner Charles used the establishment of the technology department as an analogy to what could occur with the need for communications. Director Dixon asked Dr. Haley if he wanted to add anything. He summarized distinctions between this communications role and the previous assignment that worked with the website. He also expressed appreciation for the work performed by bargaining unit members while sharing that there are production aspects to all management assignments. After the vote on “8.A.1.”, Commissioner Baird expressed concerns about the salary placement including: not having copies of comparison job descriptions, whether an internal study had been conducted, and the salary differential referenced to in the report. Director Dixon reiterated the challenge in finding true comparisons and that the method used was to find a way to appropriately compensate for the blended role. The salary discussion concluded with Director Dixon explaining considerations for flex dollars and how steps 2 and 3 would be calculated.

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

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – Director Dixon stated staff are busy filling twenty-four vacancies.
- B. Personnel List Report
- C. Other

10. CORRESPONDENCE

- SDCOE approval for Personnel Commission budget.

11. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

A. California School Employees Association

B. San Dieguito Union High School District –

C. Public – Carmen Blum inquired about Rule 14.3. Director Dixon explained that due to vacations, the affected parties had not yet met to try to reach consensus on this language before bringing it to the commission for a second reading.

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, August 13, 2019, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNED – 5:14 PM

San Dieguito Union High School District  
Personnel Commission  
Eligibility List - Merged  
Open/Promotional-Dual Certification

Effective: 7-10-19  
Expiration: \*1-10-20  
\*\*8-25-19

Custodian

Applicant ID	Rank	Expiration
1373209	1	**
4450658	2	*
1572541	3	*
4438911	4	*
2665322	5	**
1525995	6	**
4491308	7	*
2520132	8	*
1816572	9	**
3902779	10	*

S. Dixon

**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promotional - Dual Certification**

**Effective: 7/16/19  
Expiration: 1/16/19**

**Accounting Assistant**

1	3703517
2	2010613
3	2828541
4	2821233

Expires 12/20/19

S. Dixon



**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promotional - Dual Certification**

**Effective: 7/18/2019  
Expiration: 1/18/2020**

**Theater Technician**

<b>Rank</b>	<b>Applicant ID</b>
1	4498612
2	3116764
3	855112
4	4494791
5	1085076

S. Dixon

**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promo - Dual Certification**

**Effective: 7/19/19  
Expiration: 1/19/20**

**Nutrition Services Operations Supervisor**

<b>Applicant ID</b>	<b>Rank</b>
2108774	1
2548003	2
4491422	2
4488480	3
2786858	3
2291397	4
1876473	5
2753107	5

S. Dixon

**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promotional**

**Effective: 7/25/19  
Cont: 1/25/20**

**Instructional Assistant Special Education Severe**

<b>Rank</b>	<b>Applicant ID</b>
1	3872364
2	2867275
3	3925178
4	2951408
5	4378644
5	3919157
6	4488276
6	3908810
7	3582250

**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promo-Dual Certification**

**Effective: 7/25/19  
Cont: 1/25/20**

**Instructional Assistant Special Education Non-Severe**

<b>Rank</b>	<b>Applicant ID</b>
1	3272402
1	3872364
2	2867275
3	1650788
4	2951408
5	4488276
6	234600
7	3582250

Susan Dixon

**San Dieguito Union High School District  
Personnel Commission  
Merged Eligibility List  
Open/Promotional**

**Instr Assistant  
Sp Ed-BI**

**\*Effective: 5-24-19  
\*Expiration: 11-24-19  
Effective: 7-23-19  
Expiration: 1-23-20**

<b>Promo</b>	<b>Rank</b>	<b>Applicant ID</b>
	1	2827025*
	2	1694340*

<b>Open</b>	<b>Rank</b>	<b>Applicant ID</b>
	1	3908810*
	1	3911873
	2	3786161

S. Dixon

**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promotional-Dual Certification**

**Effective: 7/26/2019  
Expiration: 1/26/2020**

**Administrative Assistant II**

<b>Applicant ID</b>	<b>Rank</b>
1955396	1
2228409	2
1549326	3
3709744	3
4500203	4
2675253	4
3686996	5
2828541	6
4502567	7
3558969	8
2765313	9

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promotional - Dual Certification

Effective: 08/01/2019  
Expiration: Continuous

School Bus Driver

Rank	Applicant ID
1	2660860

S. Dixon

**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promotional-Dual Certification**

**Accounting Technician**

**Effective: 8/2/19  
Expiration: 2/2/20**

<b>Rank</b>	<b>Applicant ID</b>
1	4517769
2	2928610
3	4515670
4	3703517
5	4520177
6	4474092
7	2518544

S. Dixon



# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

## VACANCY REPORT 8/08/19

Classified Personnel

9 current/pending vacancies in 8 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
DO	AL628	Instructional Assistant-Bilingual	18.75	0.47	Selection interview September 2019
DO	AJ649	Accounting Technician	40	1.00	Selection interview August 9, 2019
SDA	AJ894	Administrative Assistant II	40	1.00	Selection interview August 2019
LCC	AA479	Theater Technician	40	1.00	Selection interview August 2019
TRANS	AI895	School Bus Driver	20	0.50	Selection interview August 9, 2019
TRANS	AA498	School Bus Driver	20	0.50	Continuous recruitment
ATP	Ai616	Instructional Assistant SpEd Behavior Intervention	27.5	0.61	Selection interview August 2019
ATP	AG338	Instructional Assistant SpEd Severe	27.5	0.61	Selection interview August 2019
LCC	AA261	Nutrition Services Assistant I	17.5	0.44	Continuous recruitment