

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

Regular Meeting Agenda

3:30 P.M., October 13, 2020
Virtual Meeting

PUBLIC COMMENTS

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the commission on any item of interest to the public, before or during the commission's consideration of the item.

If you wish to speak regarding an item on the agenda, we request that you email the Director of Classified Personnel at susan.dixon@sduhsd.net by 3:00pm the day of the meeting or (when meetings are conducted at the District Office) complete a speaker slip located at the entrance to the meeting room prior to the start of the meeting. We request that you include your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In accordance with Government Code §54954.2(3), 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 commission 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 body 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.

Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website. If you are unable to access the agenda packet on the website, please email susan.dixon@sduhsd.net to receive a copy.

RECORDING OF PERSONNEL COMMISSION MEETINGS

All meetings of the Personnel Commission are audio and/or video recorded for record keeping purposes. Individuals may request the audio recording by emailing the director at susan.dixon@sduhsd.net after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room. When meetings are conducted virtually, please mute your computer audio until you have been called to speak.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491 x5543. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

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

Regular Meeting Agenda

3:30 P.M., October 13, 2020

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the *October 13, 2020*, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by _____, second by _____, to approve the agenda for the *October 13, 2020*, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the September 15, 2020, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by _____, second by _____, to approve the minutes for the September 15, 2020, Personnel Commission Regular Meeting.
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
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
Public comments, if any
 - A. Motion by _____, second by _____, to approve an eligibility list for Skilled Maintenance Worker, SR 49, Open/Promotional-Dual Certification, effective 9/11/20.
 - B. Motion by _____, second by _____, to approve an eligibility list for Grounds Maintenance Worker II, SR 39, Open/Promotional-Dual Certification, effective 9/29/20.

- C. Motion by _____, second by _____, to approve an eligibility list for Instructional Assistant SpEd-Non-Severe, SR 34, Open/Promotional-Dual Certification, effective 9/30/20.
- D. Motion by _____, second by _____, to approve an eligibility list for Instructional Assistant SpEd-Severe, SR 36, Open/Promotional, effective 9/30/20.

ELIGIBILITY LISTS TO BE ESTABLISHED

Public comments, if any

- A. Motion by _____, second by _____, to establish an Eligibility List for Administrative Assistant II, SR 40, Promotional Only, for six months.
- B. Motion by _____, second by _____, to establish an Eligibility List for Receptionist, SR 32, Open/Promotional-Dual Certification, for six months.
- C. Motion by _____, second by _____, to establish an Eligibility List for Instructional Assistant Behavior Intervention, SR 36, Open/Promotional, for six months.
- D. Motion by _____, second by _____, to establish an Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, for six months.
- E. Motion by _____, second by _____, to establish an Eligibility List for Nutrition Services Supervisor, SR Supervisory 4, Open/Promotional-Dual Certification, for six months.
- F. Motion by _____, second by _____, to establish a continuous filing Eligibility List for Instructional Assistant SpEd-Non-Severe, SR 34, Open/Promotional-Dual Certification, for six months.
- G. Motion by _____, second by _____, to establish a continuous filing Eligibility List for Instructional Assistant SpEd-Severe, SR 36, Open/Promotional, for six months.
- H. Potential Use of the Existing Eligibility List for Custodian to fill a Custodian Floater Vacancy.
Director to provide information regarding this item.
Motion by _____, second by _____, to use the existing Custodian Eligibility List, SR 32, to fill the current Custodian Floater, SR 33 vacancy.
OR
Motion by _____, second by _____, to establish an Eligibility List for Custodian Floater, SR 33, Open/Promotional-Dual Certification, for six months.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

8. CORRESPONDENCE

Public Comments, if any

9. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 10, 2020, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary.

10. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, September 15, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird
Jeff Charles
Justin Cunningham

Personnel Staff in Attendance

Susan Dixon, Director
Kathy Potter, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE September 15, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the September 15, 2020, Personnel Commission Regular Meeting.

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

4. APPROVAL OF THE MINUTES FOR THE August 11, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the August 11, 2020, Personnel Commission Regular Meeting.

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

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the Eligibility List for Nutrition Services Assistant II, SR 27, Promotional Only, effective 8/21/20.

Director Dixon explained that we will need to repost this position because there are two additional vacancies to fill at this time, and no ranks left on this list.

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

- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, effective 8/27/20.
Commissioner Baird asked if the two remaining candidates from the list that expired 9/4/20 were notified. Director Dixon stated they were given the choice to carry over their same test score or retest. This is a strong list that will be used for multiple vacancies.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the Eligibility List for Theater Technician, SR 41, Open/Promotional-Dual Certification, effective 9/9/20.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Instructional Assistant-SpEd, Non-Severe, SR 34, Open/Promotional-Dual Certification, six months eligibility.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Instructional Assistant-SpEd, Severe SR 36, Open/Promotional, six months eligibility.

Commissioner Baird stated that he feels the pay difference between Non-Severe and Severe positions should be more than five percent. Director Dixon stated that when the job descriptions are updated the review will include a salary study.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. LANGUAGE AND FORMAT OF PERSONNEL COMMISSION AGENDA

This was a continued discussion of revisions presented during the August meeting.

Director Dixon provided a summary of the decisions made at the August meeting which included: expanded language on the cover page, public comments listed on each agenda item, replacement of long-standing public comment summary statement with specific government code language, a time limit of three minutes per individual and 15 minutes total per item will be set. More discussion followed with several additional suggestions provided by commissioners which will be applied to the new document. The commissioners agreed that the revised document should be used starting with the next meeting.

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – *Classified Personnel continues to fill vacancies and create eligibility lists. The first recruitment to use all components of the online testing platform was Instructional Assistant Special Education. The District continues to adhere to a no “in-person” testing policy. The next eligibility lists will be for Grounds Maintenance Worker II and Instructional Assistant positions.*

- B. Personnel List Report – *Commissioner Baird reiterated from a previous meeting that the document should have a clearer distinction/separation between “retirement” and “resignation”. He noted that the*

phrase “resignation for the purpose of retirement” is not a standard reference. Differences in meaning between resigning, termination and retirement were discussed. Director Dixon explained that the Personnel List is a District-generated form used for approval by the Board and not a document that PC staff prepares.

- C. Other – *Jesus Ferrer helped with an explanation of how Special Education classrooms are bringing students back to campus. He stated students are in small cohorts each day. Some cohorts come Monday and Tuesday, Wednesday is a deep cleaning for the classroom, then different small cohorts come on Thursday and Friday.*

9. CORRESPONDENCE – None.

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-None
- B. San Dieguito Union High School District- None
- C. Public-None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 13, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary.

11. ADJOURNMENT TO CLOSED SESSION– 4:48 PM

12. CLOSED SESSION-Director of Classified Personnel Annual evaluation

The commission came out of closed session at 5:09 PM and reported that no action had been taken during the closed session.

13. ADJOURNED – 5:09 PM

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

Effective Date: 9/11/2020 Eligibility Expires: 3/11/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6363455	1	Open
6364955	2	Promo
6361852	3	Open
6359745	4	Open
2741158	5	Open
3848660	6	Open
3117630	7	Open

S. Dixon

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

Effective Date: 9/29/2020 Eligibility Expires 3/29/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6369077	1	Open
2691942	2	Promotional
3899470	3	Open
3871821	4	Promotional
6364693	5	Promotional
628609	5	Promotional
6365535	6	Open
6368959	7	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission
Instructional Assistant Special Education - Non-Severe
Eligibility List - Continuous Filing
Open/Promo-Dual Certification



Please note: Individual eligibility is valid for 6 months.
Scores are merged each time the exam is administered.

Effective Date: 9/29/2020

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
6323435	1	3/29/2021
2777267	2	3/29/2021
1650788	3	3/29/2021
6377292	3	3/29/2021
2107313	3	3/29/2021
3330376	4	3/29/2021
6282603	5	3/29/2021
6374258	6	3/29/2021
6363177	7	3/29/2021
3080853	8	3/29/2021

S. Dixon



San Dieguito Union High School District
Personnel Commission
Instructional Assistant Special Education - Severe
Eligibility List - Continuous Filing
Open/Promo

Please note: Individual eligibility is valid for 6 months.
Scores are merged each time the exam is administered.

Effective date: 9/29/2020

OPEN LIST

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
3570876	1	3/29/2021
6282603	2	3/29/2021

Note: No promotional candidates at this time

S. Dixon

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 10/08/20

Classified Personnel

18 current/pending vacancies in 12 different job classifications

There are no current holds on filling vacancies.

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
Coast/SS	AM890	Student Health Care Specialist	40	1.00	Recrutiment in progress
FAC	AA165	Custodian Floater	40	1.00	Selection interviews TBD
CCA	AE286	Theater Technician	40	1.00	Selection interviews 10/8/20
SDA	AA030	Administrative Assistant II	40	1.00	Selection interviews October
DO	AI276	Receptionist	40	1.00	Selection interviews TBD
TP	AA080	Receptionist	40	1.00	Selection interviews TBD
CCA	AA437	Instructional Assistant SpEd Non-Severe	19.5	0.49	Selection interviews 10/6/20
CCA	AA281	Nutrition Services Supervisor	40	1.00	Selection interviews late October
LCC	AA273	Nutrition Services Assistant II	18.75	0.47	Selection interviews TBD
EW	AF997	Nutrition Services Assistant II	18.75	0.47	Selection interviews TBD
OC	AJ220	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interviews 10/6/20
Coast/SS	AJ156	Instructional Assistant SpEd Severe	27.5	0.69	Selection interviews 10/6/20
Coast/SS	AH761	Instructional Assistant SpEd Severe	27.5	0.69	Selection interviews 10/6/20
FAC	AN057	Grounds Maintenance Worker II	40	1.00	Selection interviews 10/2/20
FAC	AM913	Grounds Maintenance Equipment Operator	40	1.00	Recruitment in progress
Coast/SS	AI616	Instructional Assistant SpEd Behavior Intervention	27.5	0.69	Selection interviews Transfer/Reinst. 10/5/20
Coast/SS	AJ674	Instructional Assistant SpEd Severe	27.5	0.6900	Selection interviews in October
Coast/SS	AJ180	Instructional Assistant SpEd Severe	27.5	0.6900	Selection interviews in October

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2020-21 school year per attached supplement through 06/30/21.
2. **Classified A.V.I.D. Tutors**, employment for the 2020-21 school year per attached supplement through 06/30/21.
3. **Classified Substitutes**, per attached supplement.

Change in Assignment

1. **Abney, Ann**, from Nutrition Services Assistant I, SR25, 43.75% FTE, Torrey Pines High School to Nutrition Services Assistant II, SR27, 46.87% FTE, Torrey Pines High School, effective 09/08/20.
2. **Serrano, Marisela**, from Nutrition Services Assistant I, SR25, 43.75% FTE, Torrey Pines High School to Nutrition Services Assistant II, SR27, 46.87% FTE, Canyon Crest Academy, effective 09/08/20.
3. **Villasenor, Jose**, from Nutrition Services Assistant II, SR27, 48.75% FTE, Earl Warren Middle School to Custodian, SR32, 100.00% FTE, Requeza Educational Center-Sunset High School.

Leave of Absence

1. **Daymude, David**, Nutrition Services Transporter I, SR27, 34.37% FTE, San Dieguito High School Academy, requests a 100.00% Unpaid Leave of Absence, effective 09/24/20 through 03/24/21.
2. **Kondragunta, Swarupa**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, requests a 100.00% Unpaid Leave of Absence, effective 08/26/20 through 10/30/20.
3. **Marta, Marcos**, Campus Supervisor, SR32, 100.00% FTE, Earl Warren Middle School, requests a change in return date of previously approved 100.00% FTE Unpaid Leave of Absence replacing 01/03/21 with 01/29/21.

Resignation

1. **Beyer, Kent**, Nutrition Services Supervisor, SR4, 100.00% FTE, Canyon Crest Academy, effective 08/28/20.
2. **Blasena, Ryan**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, Requeza Educational Center-COAST Academy, effective 08/20/20.
3. **Haas, Colleen**, Instructional Assistant-SpEd (S), SR36, 48.75% FTE, Canyon Crest Academy, resignation for the purpose of retirement, effective 08/25/20.
4. **Marquardt, Tara**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Requeza Educational Center-COAST Academy, effective 08/20/20.

5. **Mentado, Amy**, Instructional Assistant-SpEd (BI), SR36, 68.75% FTE, Requeza Educational Center-COAST Academy, effective 09/10/20.
6. **Samuelson, David**, Custodian, SR32, 100.00% FTE, District Office, resignation for the purpose of retirement, effective 08/31/20.
7. **Strickland, Andrea**, Administrative Assistant II, SR40, 100.00% FTE, San Dieguito High School Academy, effective 09/14/20.
8. **Uribe, Consuelo**, Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, effective 08/12/20.
9. **Yousif, Thikra**, Nutrition Services Assistant I, SR25, 46.87% FTE, La Costa Canyon High School, effective 08/18/20.

sj
09/17/20
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Classified Personnel Supplement, September 17, 2020

Artist in Residence, CVMS

Covell, Tiffany, Music, effective 08/26/2020
Jones, Joshua, Music, effective 08/26/2020
Rockwell, Karen, Music, effective 08/26/2020
Smith, Kiersen, Music, effective 08/26/2020
Stubbs, Jacob, Music, effective 08/26/2020
Weed, Mark, Music, effective 08/26/2020

Artist in Residence, LCC

Atesalp, Michael, Music - Band, effective 08/25/2020
Ebner, Stevens, Music - Band, effective 08/25/2020
Janelli, Michele, Music - Band, effective 08/25/2020
Stevens, Logan, Music - Band, effective 08/25/2020

Artist in Residence, PTMS

Jayasimha, Marguerite, VPA Music, effective 08/18/2020
McDade, Renee, VPA Music, effective 08/18/2020

AVID Tutor

Tlatempa, Rosa, La Costa Canyon High School, effective 09/02/2020
Villa, Vanessa, La Costa Canyon High School, effective 09/02/2020

Classified Substitute

Anguiano, Mario, Nutrition Services Assistant, effective 08/24/2020