

San Dieguito Union High School District PERSONNEL COMMISSION

Regular Meeting

3:30 P.M., September 15, 2020

Virtual Meeting

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please email the Director of Classified Personnel at [susan.dixon@sduhsd.net](mailto:susan.dixon@sduhsd.net) prior to the start of the meeting. Include in the email 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 the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

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

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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.

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., September 15, 2020  
Virtual Meeting

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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 September 15, 2020, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the September 15, 2020, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the August 11, 2020, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the August 11, 2020, 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 Nutrition Services Assistant II, SR 27, Promotional Only, effective 8/21/20 for six months.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an eligibility list for Custodian, SR 32, Open/Promotional – Dual Certification, updated 8/27/20 for six months.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an eligibility list for Theater Technician, SR 41 , Open/Promotional – Dual Certification, effective 9/09/20 for six months.
6. ELIGIBILITY LISTS TO BE ESTABLISHED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Instructional Assistant SpEd-Non-Severe, SR 34, Open/Promotional-Dual Certification, for six months.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Instructional Assistant SpEd-Severe, SR 36, Open/Promotional, for six months.

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

7. LANGUAGE AND FORMAT OF PERSONNEL COMMISSION AGENDA  
Continued discussion of revisions discussed during the August meeting
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, October 13, 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.

12. CLOSED SESSION

Commissioners to discuss the annual evaluation of the Director of Classified Personnel

13. ADJOURNMENT

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

**Regular Meeting Minutes**

3:30 PM, August 11, 2020  
Virtual Meeting

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:31 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Commission Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

April Llamas

3. APPROVAL OF THE AGENDA FOR THE August 11, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the August 11, 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 July 14, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the July 14, 2020, Personnel Commission Regular Meeting with a change in Item 2 from "Members" to "Commissioners" in Attendance.

*Commissioner Baird requested the change to make it more clear.*

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, effective for six months.

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 establish an eligibility list for Nutrition Services Assistant II, SR 27, Promotional Only, effective for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

6. CLASSIFICATION REVISIONS

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to revise the job description for Grounds Maintenance Equipment Operator, as proposed.

*Commissioner Baird commented that classification items usually have a salary motion separate from the job description update motion. Director Dixon explained that Grounds Maintenance Equipment Operator is an existing classification not a new classification and that a review of comparisons did not warrant a recommendation for a salary reallocation. Commissioner Baird expressed concern that not many comparisons were presented in the salary study from our comparison districts and he is certain that there are more positions that perform duties equivalent to our position. Director Dixon explained that some districts did not have a comparison assignment because incumbents also provided lead duties or had other responsibilities. She will provide more information to the CAC as to why some districts were determined not to be comparable and if there are any changes in the recommendation she will bring that information to the September meeting.*

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 revise the job description for Grounds Maintenance Worker II, as proposed.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

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

7. LANGUAGE AND FORMAT OF PC AGENDA

*Director Dixon presented a draft of a revised agenda, particularly in terms of language regarding public comments. The commissioners discussed the revisions and generally agreed on a number of edits. They asked Dixon to place the item on next month's agenda again so the revisions could be finalized.*

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – *Director Dixon reports that Classified Personnel is beginning use of our new eSkill remote testing platform to administer exams. Barbara Bass has administered the first two exams from the new vendor. Commissioner Baird inquired if our schools are reopening for students August 25. The Director stated that San Dieguito will start the 2020-21 school year with distance learning for the first quarter through October 28, 2020. When the environment is deemed safe, the priority is to bring*

*back Special Education and high-risk students on campus to support them with distance learning. The District will implement a COVID symptom screening process starting tomorrow (August 12) for employees reporting to campuses or other work sites.*

- B. Personnel List Report - *Director Dixon commented that the Personnel List for this month is short, but the employee listed is doing a great job in the new position.*
- C. Other – *Commissioner Baird asked if Cajon Valley USD has posted the official retirement of Director, Angela Bishop.*

- 9. CORRESPONDENCE – The San Diego County Office of Education sent a letter informing us that the 2020-21 budget for the Personnel Commission was approved.

#### 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-April Llamas, CSEA President, reported that many parents are inquiring about the distance learning established for students.
- B. San Dieguito Union High School District- Director Dixon reiterated how busy the District is setting COVID protocols for employees and students.
- C. Public-Commissioner Baird reported that CSPCA, in conjunction with CSEA, is supporting a bill which would allow a commission to determine if it wants to use an outside attorney.

#### 11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 15, 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.

#### 12. ADJOURNMENT – 5:21 PM

San Dieguito Union High School District  
Personnel Commission  
**Nutrition Services Assistant II**  
Eligibility List - Promotional Only

Effective 8/21/20    Eligibility Expires:    2/21/2021

<i>Applicant ID</i>	<i>Rank</i>	
2609403	1	
2306245	2	

S. Dixon

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

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

Effective Date: 8/27/2020

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>	<i>Source</i>
1537460	1	2/27/2021	Promo
3626044	2	9/4/2020	Open
2080103	3	2/27/2021	Promo
6363029	4	2/27/2021	Promo
2125320	5	2/27/2021	Promo
6364739	6	2/27/2021	Open
6365948	6	2/27/2021	Open
5050751	7	2/27/2021	Open
5477744	8	2/27/2021	Open
3736753	8	2/27/2021	Open
6311875	9	9/4/2020	Open
4441671	10	2/27/2021	Open
3000647	11	2/27/2021	Open
3442278	12	2/27/2021	Open
6294744	13	2/27/2021	Open

S. Dixon



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

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

<i>Applicant ID</i>	<i>Rank</i>
3116764	1
5482228	2
6366309	3
4496182	4
6361566	5
6360411	5
6360269	5

S. Dixon



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

**Regular Meeting Agenda**

3:30 P.M., Date, Year  
Location or Virtual Meeting

**REGULAR MEETING/OPEN SESSION**

1. Call to Order..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the Date, Year, Personnel Commission Regular Meeting.  
*Public Comment, if any*  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the Date, Year, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the Date, Year, Personnel Commission Regular Meeting.  
*Public Comment, if any*  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the Date, Year, Personnel Commission Regular Meeting.
5. PUBLIC COMMENTS 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 Section 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.

**ACTION ITEMS (See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED  
*Public comments, if any*
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to (choose one) ratify approval of/approve an Eligibility List for XXXXX, SR XX, Open/Promotional, effective DATE for six months.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to (choose one) ratify approval of/approve an Eligibility List for XXXXX, SR XX, Promotional Only, effective DATE for six months.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to (choose one) ratify approval of/approve an Eligibility List for XXXXX, SR XX, Open/Promotional – Dual Certification, effective DATE for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED

*Public comments, if any*

- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for XXXXX, SR XX, Open/Promotional-Dual Certification, for six months.
- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for XXXXX, SR XX, Open/Promotional-Dual Certification, for six months.
- C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for XXXXX, SR XX, Open/Promotional-Dual Certification, for six months.

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

8. RECORDING PERSONNEL COMMISSION MEETINGS

*Public Comments, if any*

9. ANNUAL REPORT 2019-20

*Public Comments, if any*

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments, if any*

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

11. CORRESPONDENCE

*Public Comments, if any*

12. NEXT PERSONNEL COMMISSION MEETING

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13. ADJOURNMENT

San Dieguito Union High School District PERSONNEL COMMISSION  
Regular Meeting  
3:30 P.M., Date, 2020  
710 Encinitas Blvd., Encinitas, CA, 92024  
Large Board Room

**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.

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Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

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# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 9/10/20

Classified Personnel

13 current/pending vacancies in 9 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
Coast/SS	AM890	Student Health Care Specialist	40	1.00	Selection interview on hold
FAC	AM910	Skilled Maintenance Worker	40	1.00	Selection interview September
CCA	AE286	Theater Technician	40	1.00	Selection interview on hold
CCA	AD538	Receptionist	40	1.00	Selection interview 9/10/2020
CV	AJ224	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview on hold
EW	AH628	Nutrition Services Assistant I	11.25	0.28	Selection interview on hold
OC	AJ220	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview on hold
TP	NEW	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview on hold
FAC	AA185	Grounds Maintenance Worker II	40	1.00	Selection interview in September
FAC	AM913	Grounds Maintenance Equipment Operator	40	1.00	Selection interview on hold
LCC	AM992	Custodian (Night Shift)	40	1.00	Selection interview in September
CCA	AM442	Custodian (Night Shift)	40	1.0000	Selection interview in September
DO/MO	AM137	Custodian (Night Shift)	40	1.0000	Selection interview in September

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Classified Substitutes**, per attached supplement.
2. **Coaches**, employment for the 2020-21 school year per attached supplement through 06/30/21.
3. **Hodge, Christopher**, Locksmith, SR47, 100.00% FTE, Facilities, effective 07/13/20.

#### Change in Assignment

1. **Harvey, Tracy**, from Custodian Crew Leader, SR38, 100.00% FTE, La Costa Canyon High School to School Plant Supervisor-HS, SR41, 100.00% FTE, La Costa Canyon High School, effective 08/03/20.
2. **Rimbach, Elisa**, from Secretary, SR36, 100.00% FTE, Oak Crest Middle School to Registrar, SR40, 100.00% FTE, Sunset High School/District Office, effective 07/01/20.

#### Leave of Absence

1. **Marta, Marcos**, Campus Supervisor, SR32, 100.00% FTE, Earl Warren Middle School, requests a 100.00% Unpaid Leave of Absence, effective 08/01/20 through 01/03/21.

#### Resignation

1. **Borden, Irma**, Nutrition Services Assistant II, SR27, 93.75% FTE, Torrey Pines High School, resignation for the purpose of retirement, effective 06/12/20.
2. **Ortega, Lydia**, Custodian, SR32, 100.00% FTE, San Dieguito High School Academy, resignation for the purpose of retirement effective 08/31/20.
3. **Quebedeaux, Ambrose**, School Plant Supervisor-HS, SR41, 100.00% FTE, La Costa Canyon High School, resignation for the purpose of retirement, effective 07/30/20.
4. **Redman, John**, Vehicle and Equipment Supervisor, SR52, 100.00% FTE, Transportation, resignation for the purpose of retirement effective 07/15/20.
5. **Szabo, Sheila**, Secretary, SR36, 48.75% FTE, Canyon Crest Academy, effective 06/12/20.



classbdagenda