

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

Regular Meeting Agenda

*3:30 P.M., January 12, 2021
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., January 12, 2021

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the January 12, 2021, Personnel Commission Regular Meeting.

Public Comment, if any

Motion by _____, second by _____, to approve the agenda for the January 12, 2021, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the December 8, 2020, Personnel Commission Regular Meeting.

Public Comment, if any

Motion by _____, second by _____, to approve the minutes for the December 8, 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 Administrative Assistant III, SR 42, Promotional Only, effective 12/8/20.
- B. Motion by _____, second by _____, to approve an Eligibility List for Student Health Care Specialist, SR 38, Open/Promotional-Dual Certification, effective 12/14/20.
- C. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 1/04/21, individual eligibility for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Severe, SR 36, Open/Promotional, updated 1/06/21, individual eligibility for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED

Public comments, if any

- A. Motion by _____, second by _____, to establish an Eligibility List for Administrative Assistant I, SR 38, Promotional Only, for six months.
- B. Motion by _____, second by _____, to establish an Eligibility List for Campus Supervisor, SR 32, Open/Promotional-Dual Certification, for six months.
- C. Motion by _____, second by _____, to establish an Eligibility List for Student Health Care Specialist, SR 38, Open/Promotional-Dual Certification, for six months.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

9. CORRESPONDENCE

Public Comments, if any

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 9, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

11. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, December 8, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 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 Commission Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Director Dixon expressed her appreciation that Commissioner Cunningham accepted reappointment for another term of three years. The Board/District feel fortunate to have him as the Board appointee.

3. APPROVAL OF THE AGENDA FOR THE December 8, 2020, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the December 8, 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 November 10, 2020, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the November 10, 2020, 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-April Llamas had not yet joined the meeting at the time of this item. Director Dixon said Ms. Llamas would want to say she is very appreciative of classified staff for working as a team to complete work amid all that is going on currently.
- B. San Dieguito Union High School District-Tina Peterson was unable to attend this meeting. Director Dixon stated the District would want to express the same sentiment as above.
- C. Public-None

ACTION ITEMS-(See Supplements)

6. ORGANIZATION OF THE PERSONNEL COMMISSION

Public Comments-None

A. Election of Chair for the Personnel Commission

It was moved by JUSTIN CUNNINGHAM seconded by JOHN BAIRD, that Jeff Charles be nominated as Chair of the Personnel Commission for 2021.

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, that nominations be closed. Jeff Charles is elected as Chair of the Personnel Commission for 2021.

Jeff Charles-Abstained

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

B. Election of Vice-Chair for the Personnel Commission

It was moved by JEFF CHARLES seconded by JUSTIN CUNNINGHAM that John Baird be nominated as Vice-Chair of the Personnel Commission for 2021.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, that nominations be closed. John Baird is elected as Vice-Chair of the Personnel Commission for 2021. John Baird abstained

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with two Ayes

7. PERSONNEL COMMISSION MEETING CALENDAR – 2021

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the schedule for the regular meetings of the Personnel Commission for 2021 as listed on the attached

supplement, “Personnel Commission Meeting Schedule 2021”, to be held at 3:30 P.M., either virtually or in the District Office Board Room #101.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

Commissioner Baird wanted to make sure the calendar can be modified if necessary. Director Dixon explained that dates can be modified as an action item and commissioners can let her know if a change needs to be placed on a future agenda.

8. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the Eligibility List for Receptionist, SR 32, Open/Promotional-Dual Certification, effective 11/09/20. *Commissioner Baird noted there were several external candidates who scored above the promotional candidate and that he believes an entry-level classification such as Receptionist should be a promotional opportunity for employees who want to transition from other fields such as Instructional Assistant.*
- 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 approve the Eligibility List for Grounds Maintenance Equipment Operator, SR 41, Open/Promotional-Dual Certification, effective 11/23/20. *Commissioner Charles stated it was nice to see that the top three ranks were current employees. Some discussion followed regarding the promotional candidates.*
- John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve extension of eligibles on the Eligibility List for Custodian, SR 32, Open/Promotional – Dual Certification. After discussion, JEFF CHARLES amended the original motion and it was seconded by JOHN BAIRD, to extend the Eligibility List for Custodian, SR 32, Rank #9, Open/Promotional-Dual Certification, through 2/27/21. *Director Dixon explained that the recommendation is to ensure to the extent possible that when vacancies for Custodian occur we have a sufficient number of candidates available to make job offers. One of the candidates whose eligibility had recently expired is still interested in employment so the request is to extend his eligibility to match the 2/27/21 date of the others. As there are only a few eligibles remaining on the list, she would like to post the recruitment after the winter break so that a new list is ready when this one expires. She further explained that this action would not negatively impact existing employees since all but one of the promotional candidates has been hired and the remaining one was not currently interested in the classification. Commissioner Cunningham stated that it seems*

like a situation where what needs to be done should be done to fill vacancies provided there aren't concerns from the commission which there are not.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- D. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 11/19/20, individual eligibility 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 JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education-Severe, SR 36, Open/Promotional, updated 12/01/20, individual eligibility for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- F. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the Eligibility List for Irrigation Specialist SR 41, Open/Promotional-Dual Certification, effective 12/03/20.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

8. ELIGIBITLY LISTS TO BE ESTABLISHED

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Administrative Assistant III, SR42, Promotional Only, for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

- A. Vacancy Report – *Director Dixon applauded the effort and time Barbara Bass has spent to ensure the eSkill virtual testing system is working as intended. Commissioner Charles mentioned that the vacancy report is much shorter than the past few months.*

- B. Personnel List Report – *Commissioner Baird inquired who processes Leave of Absence requests. Director Dixon explained that Laura Romero is responsible for LOA.*

C. Other – Director Dixon suggested CSEA President, April Llamas, be permitted to provide public comment at this time since she had not been in attendance earlier. Ms. Llamas stated the Board is entertaining the idea that more students return to campus in January, which has generated a lot of work for CSEA. Commissioner Charles asked if COVID testing had begun for employees. Director Dixon explained that all employees were tested in November and will continue to be tested every two months on a rotating basis. Employees report their health and work status online each morning. Our website displays a COVID Dashboard with case updates weekly.

10. CORRESPONDENCE – None.
Public Comments-None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 12, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

11. ADJOURNED – 4:26 PM

San Dieguito Union High School District
Personnel Commission
Administrative Assistant III
Eligibility List
Promotional Only

Effective Date: 12/8/2020 Expiration Date 6/8/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Notes</i>
1614983	1	
1219702	2	
2901590	3	
2682859	4	

S. Dixon

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

Effective Date: 12/14/2020

Expiration Date: 6/14/2021

<i>Applicant ID</i>	<i>Rank</i>
6411795	1

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.

Updated On: 1/4/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
1650788	1	3/29/2021
6415004	2	7/4/2021
6317399	2	7/4/2021
3330376	3	3/29/2021
6412801	4	7/4/2021
6282603	4	3/29/2021
6399294	4	7/4/2021
6349800	5	3/29/2021
3165159	6	7/4/2021
3721348	7	7/4/2021
6412681	8	7/4/2021
6363177	9	3/29/2021
6393681	10	5/19/2021

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.

Updated On: 1/6/2021

Open List

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
6418081	1	7/6/2021
6384267	2	6/10/2021

There are no promotional candidates at this time.

S. Dixon

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 1/07/21

Classified Personnel

18 current/pending vacancies in 7 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
South	AM890	Student Health Care Specialist	40	1.00	Recrutiment in progress
SDA	AA046	Campus Supervisor	40	1.00	Selection interview February
EW	AK190	Administrative Assistant I	40	1.00	Selection interview January
LCC Café	AA264	Nutrition Services Assistant I	18.75	0.47	Selection interview February
LCC Café	AA261	Nutrition Services Assistant I	17.5	0.44	Selection interview February
DG Café	AI917	Nutrition Services Assistant I	12.5	0.31	Selection interview February
EW Café	AA221	Nutrition Services Assistant I	18.75	0.47	Selection interview February
TP Café	AA254	Nutrition Services Assistant I	17.5	0.44	Selection interview February
CV	AJ885	Instructional Assistant SpEd Behavior Intervention	30	0.75	Selection interview January
LCC	AJ186	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview January
TP	AH894	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview January
EW	AF717	Instructional Assistant SpEd Non-Severe	19.5	0.49	Selection interview January
TP	AJ226	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview January
EW	AH773	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview January
Coast/SS	AJ436	Instructional Assistant SpEd Severe	27.5	0.6900	Selection interview January
Coast/SS	AN149	Instructional Assistant SpEd Severe	27.5	0.6900	Continuous recrutiment in progress
Coast/SS	AJ180	Instructional Assistant SpEd Severe	27.5	0.6900	Continuous recrutiment in progress

TP AN138 Student Health Care Specialist 40 1.00 Recruitment in Progress

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. **Castro, Rebecca**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, La Costa Canyon High School, effective 11/09/20.
4. **Mercado, Francisco**, Custodian Floater, SR33, 100.00% FTE, Facilities Department, effective 11/19/20.
5. **Muro, Monica**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School, effective 12/07/20.
6. **Pizana, Andrea**, Receptionist, SR32, 100.00% FTE, District Office, effective 12/07/20.
7. **Rabasco, Danna**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Oak Crest Middle School, effective 11/16/20.
8. **St Louis-Stevens, Kristyn**, Nutrition Services Supervisor, SR4, 100.00% FTE, Canyon Crest Academy, effective 11/30/20.
9. **Whittle, Barry**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 11/10/20.

Change in Assignment

1. **Bath, Ryan**, from Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Torrey Pines High School to 75.00% FTE, Torrey Pines High School, effective 12/01/20.
2. **Becerra, Maria**, from Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, La Costa Canyon High School to 75.00% FTE, Carmel Valley Middle School, effective 12/07/20.
3. **Dearmond, Aura** from Nutrition Services Assistant I, SR25, 46.88%, Earl Warren Middle School to Nutrition Services Assistant II, SR27, 46.88% FTE, Earl Warren Middle School, effective 11/12/20.
4. **Fisher, Jill**, from Nutrition Services Assistant I, SR25, 43.75%, La Costa Canyon High School to Nutrition Services Assistant II, SR27, 46.88% FTE, La Costa Canyon High School, effective 11/12/20.

Resignation

1. **Hutchinson, Martha**, Administrative Assistant III, SR42, 100.00% FTE, Earl Warren Middle School, resignation for the purpose of retirement, effective 12/30/20.
2. **Leftwick, Lorraine**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Torrey Pines High School, resignation for the purpose of retirement, effective 11/30/20.

Classified Personnel Supplement, December 15, 2020

Artists in Residence

Blackburn, Kristin, Music, La Costa Canyon High School, effective 11/23/2020

A.V.I.D. Tutors

Jimenez, Kristin, La Costa Canyon High School, effective 11/27/2020

Martinez, Yulisa, La Costa Canyon High School, effective 12/01/2020