

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

Regular Meeting Agenda

3:30 P.M., December 7, 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, if the meeting is being conducted in-person, you may 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**

Special Meeting Agenda

3:30 P.M., December 7, 2021

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the December 7, 2021, Personnel Commission Special Meeting.
Public Comments, if any

Motion by _____, second by _____, to approve the agenda for the December 7, 2021, Personnel Commission Special Meeting.
4. Approval of the Minutes for the November 9, 2021, Personnel Commission Regular Meeting.
Public Comments, if any

Motion by _____, second by _____, to approve the minutes of the November 9, 2021, Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
Public comments, if any
 - A. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Student Support Facilitator, SR 39, Open/Promotional-Dual Certification, updated 11/09/21, individual eligibility valid for six months.
 - B. Motion by _____, second by _____, to approve an Eligibility List for Nutrition Services Supervisor, SR 4 Supervisory, Open/Promotional-Dual Certification, effective 11/04/21, eligibility for six months.
 - C. Motion by _____, second by _____, to approve an Eligibility List for Nutrition Services Production Assistant, SR 33, Open/Promotional-Dual Certification, effective 11/08/21, eligibility for six months.
 - D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education Behavior Intervention, SR 36, Open/Promotional, updated 11/17/21, individual eligibility valid for six months.
 - E. Motion by _____, second by _____, to approve an Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, effective 11/30/21, eligibility for six months
 - F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, updated 11/30/21, individual eligibility valid for six months.

G. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Student Support Facilitator, SR 39, Open/Promotional-Dual Certification, updated 11/30/21, individual eligibility valid for six months.

6. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification.

7. CLASSIFICATION REVIEWS

Public Comments, if any

Job Description Update: Continuation of Instructional/Personal Care Assistant (formerly titled as Instructional Assistant Special Education – (Severe)).

Items A&B have been discussed at multiple Personnel Commission meetings starting in August of 2021. A job description revision was approved on 9/14/21 based on a recommendation from the Director of Classified Personnel. A decision on salary allocation was tabled multiple times pending additional information. The Associate Superintendent of Human Resources is proposing additional revisions which she has shared with the board of education and CSEA.

A. Motion by _____, second by _____, to revise the class description for Instructional/Personal Care Assistant-Special Education as modified by the Associate Superintendent of Human Resources.

B. Motion by _____, second by _____, to recommend to the Board of Education reallocation of the classification of Instructional/Personal Care Assistant – Special Education from Range 36 to Range 37 of the Classified Salary Schedule based on the revised job description.

8. APPOINTMENT OF PERSONNEL COMMISSIONER

Public Comments, if any

The term for the “Joint Appointee” commissioner, Jeff Charles, expired on December 1, 2021. The Appointee of the Classified Employees (John Baird) and the Appointee of the Governing Board (Justin Cunningham) will need to determine whether or not to announce Jeff Charles as their “Intended Appointee” for the December 1, 2021 – December 1, 2024 term. If this determination is not made, next steps for filling the “joint appointee” commissioner position will need to be discussed and determined.

A. Motion by _____, second by _____, to publicly announce Jeff Charles as the “Intended Appointee” of the Appointee of the Classified Employees and the Appointee of the Governing Board.

9. PUBLIC HEARING DATE

Public comments, if any

Upon announcing their “Joint Appointee”, the Appointee of the Classified

Employees and the Appointee of the Governing Board will set a date for an open public hearing (after 30 days) on the qualifications of the “Intended Appointee”.

A. Motion by _____, second by _____, to set an open public hearing date on January 11, 2022 during the regular Personnel Commission meeting.

10. ASSEMBLY BILL 361

Public Comments, if any

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. Motion by _____, second by _____, to hold the December 14, 2021 Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

A. Other

12. CORRESPONDENCE

Public Comments, if any

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 14, 2021, at 3:30 P.M. Please note, this meeting will be held virtually.

14. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, November 9, 2021
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by Commission Chair JEFF CHARLES

2. PLEDGE OF ALLEGIANCE

Commissioner Charles 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
Jennifer Laity, Human Resources Technician (pending)

3. APPROVAL OF THE AGENDA FOR THE November 9, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda (with amendments for numbering) for the November 9, 2021, Personnel Commission Regular Meeting.

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

4. APPROVAL OF THE MINUTES OF THE October 12, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the October 12, 2021, 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-Wayne Baldwin, CSEA President, did not have a comment.
- B. San Dieguito Union High School District-Dr. Olga West, the Associate Superintendent of Human Resources, did not join the meeting until after Public Comments.
- C. Public –Carlos Magana spoke on several items:

a) requesting the personnel commission meetings be posted mirroring the school board meetings.

b) concerns over custodians being asked to change and/or clean the air filters that the district is utilizing to mitigate the spread of COVID. He believes this to be out-of-class work and that custodians are not trained or qualified to perform this duty. He asked the Personnel Commission to get involved stating that he initiated a complaint on 9/29/21 and has not seen a resolution.

Commissioner Baird indicated he believes this concern to be under the jurisdiction of the PC and that the Director could be asked to investigate in conjunction with a grievance. Commissioner Charles asked for clarification as to whether a grievance had been officially filed. Mr. Magana explained that he met with the M&O Director and both he and the Labor Rep contacted the Associate Superintendent of Business Services who said she would be referring it to the Associate Superintendent of Human Resources. Commissioner Charles asked for clarification regarding the type of air filter. Mr. Magana provided some descriptions and Mr. Baldwin said he believes there are over 1500. Commissioner Baird expressed his concern that it is also a workload issue and that since the district is not responding and he believes it to be a clear violation of the PC Rules, the PC has jurisdiction to direct the director to have them receive pay for working out-of-class. Commissioner Cunningham asked how often the filters need to be replaced. Mr. Baldwin stated that some are every 4 to 6 months and some are every 12 months. Mr. Magana stated that the district has asked the custodians to check the lights on the units and further stated that most of the employees who work in this job class have a language barrier and he provided an example of how this creates a safety concern. Mr. Magana stated that he and Mr. Baldwin presented a plan to the district to accomplish the work. Commissioner Cunningham suggested that the district isn't necessarily refusing to discuss the issue, it could be due to the change in leadership or the extra work everyone is doing. He isn't sure that it's time for the PC to jump in before the district leadership has time to review. Mr. Baldwin stated that the change in leadership including new M&O Director and Associate Superintendent of HR has been taken into consideration and they (CSEA) believe they are bringing good solutions. Commissioner Charles asked Director Dixon if she could get more information on the district's perspective. Dixon stated she could find out from Dr. West if the district intended to continue to have the custodians perform these duties and if so, she could examine it. Commissioner Baird stated he believes the PC should direct Director Dixon to pay the custodians out-of-class. Commissioner Charles suggested Dixon find out

from the district the status and communicate to the commissioners. Commissioner Cunningham wondered if as a result of the pandemic, classifications would need to change to possibly include something like this and the commissioners agreed that might be a possibility.

c) Marilyn Garcia, a custodian at Sunset, performing 70-80% of the job of a School Plant Supervisor. Mr. Magana stated he referred this matter to Dixon on 9/1 and that Ms. Garcia has yet to hear from the district regarding this matter. Director Dixon stated that she met with the Director of M&O and the custodial supervisors regarding the matter. In the meeting she shared statements from a letter Carlos provided which outline duties Carlos/Marilyn believed to be out-of-class and compared those statements to the custodian job description. During the meeting, they discussed consideration of a separate classification which at this time Dixon was not ready to report to the commission because it was still under consideration. Mr. Magana stated that Ms. Garcia has not been asked to stop performing any of the tasks and has been doing so since summer which is an unfair labor practice. Commissioner Charles asked if a grievance had been filed. Mr. Magana explained that due to consideration of changes and extra work due to COVID and the district's treatment of the grievance for the custodians cleaning air filters, a grievance had not been filed. Commissioner Charles said if a grievance had been filed that had not been addressed by the district, it rises to a higher level of an actionable item for the PC. Mr. Magana stated that now that the PC is aware of the practice, they are obligated to take action and responsibility. Commissioner Charles asked for clarification from Dixon as to the status of the review. Dixon explained that the district was reviewing options including whether or not duties inconsistent with custodian were needed and, if so, which assignment would have that responsibility. She explained that this was not a gradual accretion of duties over a two year period so if a higher-level classification was established she believes it would need to be open to all employees. Mr. Magana asked the commission to direct the director to take action on this. The discussion continued regarding the type of work being performed and where it may fit into a classification or if it would be a hybrid position. Mr. Magana shared duties Ms. Garcia is performing that he sees as out-of-class: helping the custodian who works with her to use his email and access the mandated trainings he gets from the district, orders the supplies for the sports complex and for the site, prioritizes work for herself and the night custodian, serves as the contact point for vendors, writes a daily report each day, and provides direction when there is a substitute. Commissioner Cunningham suggested the correct course of action would be to place the item on a future agenda and there was agreement that this would be appropriate. Mr. Baldwin requested that any type of communication in situations like this be shared with CSEA and the employee in the future as communication goes a long way (generally requesting that communication improve).

Commissioner Baird shared that the CSPCA annual conference will be held March 6-8, 2022, in Monterey.

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Student Support Facilitator, SR 39, Open/Promotional-Dual certification,

effective 10/8/21, eligibility for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant - Bilingual, SR 31, Open/Promotional-Dual Certification, updated 10/15/21, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR34, Open/Promotional – Dual Certification, updated 10/20/21, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- D. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR34, Open/Promotional-Dual Certification, updated 10/26/21, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- E. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 10/27/21, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification. This posting is “open until filled”.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification. Fewer than three ranks remain on the current list.

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

- C. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification.

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

8. APPOINTMENT OF PERSONNEL COMMISSIONER

Public Comments-None

The term for the “Joint Appointee” commissioner, Jeff Charles, will expire on December 1, 2021. The Appointee of the Classified Employees (John Baird) and the Appointee of the Governing Board (Justin Cunningham) will need to determine whether or not to announce Jeff Charles as their “Intended Appointee” for the December 1, 2021 – December 1, 2024 term. If this determination is not made, next steps for filling the “joint appointee” commissioner position will need to be discussed and determined.

- A. It was moved by JUSTIN CUNNINGHAM, seconded by _____, to publicly announce Jeff Charles as the “Intended Appointee” of the Appointee of the Classified Employees and the Appointee of the Governing Board.

Commissioner Baird stated he could not second the motion. He further stated that he was directed to wait until the issue regarding the Instructional Assistant Severe is resolved to see how that vote goes, if they will be given extra compensation. Based on what he has heard, there has been nothing done in negotiations on that so at this time he declined to appoint Commissioner Charles for the term. Commissioner Charles asked Director Dixon if there were issues with the timing, she believes he could continue to serve an extra 90 days. Commissioner Baird said he believes it could extend beyond 90 days based on past experience. Dixon recited Ed Code 45246g which limits extra service to 90 calendar days. Commissioner Charles emphasized the importance of following the Ed Code. Commissioner Cunningham expressed his disappointment that such a highly functioning personnel commission is being hamstrung in this fashion. He urged everyone to come together. Commissioner Charles said if this is contingent on a vote regarding instructional assistants, then whether there is a gap in filling the seat would depend on the timeline of that issue. Commissioner Baird said the other option is we vote on the IA today and asked if it was on the agenda. Director Dixon explained that it is not on the agenda and that the agreement was to bring it back in December once a number of negotiations sessions had occurred. Baird requested putting it on the December agenda and if it's voted on then we'll know and then we

can revisit the appointment of the personnel commissioner. Commissioner Baird made a motion to table 8.A.. The motion died for lack of a second.

9. PUBLIC HEARING DATE

Public Comments-None

Upon announcing their “Joint Appointee”, the Appointee of the Classified Employees and the Appointee of the Governing Board will set a date for an open public hearing (after 30 days) on the qualifications of the “Intended Appointee”.

A. Motion by _____, second by _____, to set an open public hearing date after November 11, 2021.

Commissioner Baird made an alternate motion

Motion by JOHN BAIRD, second by JUSTIN CUNNINGHAM to table 9.A.

John Baird-Aye

Jeff Charles-Abstain

Justin Cunningham-Aye

Passed with two Ayes

10. ASSEMBLY BILL 361

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 JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to hold the December 14, 2021 Personnel Commission meeting virtually.

The motion was amended as follows:

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to hold a virtual special meeting on December 7, 2021 at our regular 3:30pm time.

Director Dixon explained that there is a 30 day requirement so whether the meetings are four or five weeks apart makes a difference. Some options people have discussed include: holding a special meeting to declare the next meeting is virtual; have the first item on the agenda be to declare it is a virtual meeting; some are waiting for legislation to change, or hold the meeting in person. She clarified that since the next meeting is five weeks it is 35 days which exceeds the parameters. Commissioner Baird asked if the date could be changed to December 7. Director Dixon asked Dr. West if she had any insight and she stated if the meeting date was changed that would be considered a special meeting.

Commissioner Charles stated he didn't think placing the item at the start of the agenda was a good option. Commissioner Baird agreed but thought the regular meeting date could be changed. Dixon asked the commissioners if they were in agreement that the next meeting would be virtual. Commissioner Charles stated that it seemed it was better for employees to have the meeting be virtual. Mr. Baldwin agreed that virtual was better, he mentioned a hybrid in the future. The group discussed having most meetings virtually with an occasional in-person. Commissioner Cunningham mentioned Item 8 as an item for the special meeting and Commissioner Charles stated that items discussed during public comment may also be

included depending upon what comes of those two topics. Dr. West clarified that any item could be included in a special meeting as long as it was on the agenda.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

11. APPROVAL OF THE 2020-21 ANNUAL REPORT

- A. Motion by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the 2020-21 Annual Report of the Personnel Commission for submission to the Board of Trustees. *Director Dixon thanked Barbara Bass for all her efforts completing the work involved in the recruitments as well as gathering and maintaining the data needed to prepare the report.*

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

A. Vacancy Report

B. Personnel List Report

C. Other: *Director Dixon asked the commissioners to let her know if they would be attending the CSPCA conference so she could make arrangements.*

Commissioner Baird spoke about the legislation for conducting hearings for classified layoffs.

13. CORRESPONDENCE-

Public Comments- None

Dr. West informed the commissioners that the Board approved a position called Assistant to the Board and Superintendent using Ed Code 45112 to fill the position. It will be a confidential exempt position.

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 14, 2021, at 3:30 P.M.. Please note, this meeting will be held virtually.

Commissioner Charles added that there would be a special meeting held virtually on Tuesday, December 7, 2021.

15. CLOSED SESSION

A. Negotiations update provided by Associate Superintendent of Human Resources

B. Potential Hearings related to pending disciplinary action

C. Personnel Commission Staff Administrative Matter

D. Performance Evaluation, Director of Classified Personnel

Public Comments, if any

Mr. Magana spoke as the grievance chair on Item 15.D. He stated that his comments are not out of malice, they are constructive criticism. His concerns are: lack of follow through and

communication; acting as a biased person in favor of the district; needs to communicate issues (such as the ones discussed in this meeting) to the commission and the district; delayed responses to emails (and responding in general).

Ms. Blum also addressed Item 15.D. She stated that it has been wonderful to work with her (easy-going, cheerful); however, she is disappointed when she hears comments such as “there’s no follow through”. Dixon has an important and delicate position being impartial. Ms. Blum wondered why she is attending the cabinet meetings for the district. Ms. Blum does not see anything specific to that effect in the job description. What is the benefit of her attending those meetings? She learns information about the district but doesn’t have that opportunity to be at meetings with classified employees so Ms. Blum questions the validity of her attending those meetings. She would appreciate Dixon to be more responsive to the needs of the classified and making sure there is internal alignment in the classifications when they get reclassified. Ms. Blum spoke to her experience serving on the CAC stating that she did not see the internal alignment that corresponds to our district.

16. RECONVENE TO OPEN SESSION

A. Report out of closed session – 7:06P.M..

Commissioner Charles shared that no action was taken in closed session

17. ADJOURNMENT – 7:06P.M.

San Dieguito Union High School District
 Personnel Commission
Student Support Facilitator
 Continuous Filing Eligibility List
 Open/Promotional-Dual Certification

Effective Date: 11/9/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
2779891	1	5/9/2022	Open
6646296	1	4/8/2022	Open
6634936	2	4/8/2022	Open
6336019	2	4/8/2022	Open
6649177	3	4/8/2022	Open
6425268	3	4/8/2022	Open
6668327	4	5/9/2022	Open
3290326	5	4/8/2022	Open
1800769	6	5/9/2022	Open
2331805	7	4/8/2022	Open
6494423	8	4/8/2022	Open
6631267	9	4/8/2022	Open
4496183	10	4/8/2022	Open
6575331	11	4/8/2022	Open

S. Dixon

San Dieguito Union High School District
 Personnel Commission
Nutrition Services Supervisor
 Eligibility List - Merged
 Open/Promo-Dual Certification

Effective Date: 11/4/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Elig Exp</i>	Source
1720797	1	5/4/2022	Open
2498149	1	2/10/2022	Open
3228173	1	5/4/2022	Open
1588482	2	5/4/2022	Open
1027623	3	5/4/2022	Open
6571993	4	5/4/2022	Promo
6567022	5	2/10/2022	Open
3238456	6	5/4/2022	Open
6641127	7	5/4/2022	Open
1572541	8	2/10/2022	Open
2080103	9	5/4/2022	Promo

S. Dixon

San Dieguito Union High School District
Personnel Commission
Nutrition Services Production Assistant
Eligibility List
Open/Promo-Dual Certification

Effective Date: 11/8/2021

Expiration Date: 5/8/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
1027623	1	Open

S. Dixon

San Dieguito Union High School District
 Personnel Commission
Instructional Assistant Special Education - Behavior Intervention

Eligibility List - Continuous Filing

Open/Promo

Continuous Job Posting

Please note: Individual eligibility is valid for 6 months.

Scores are merged each time the exam is administered.

Updated: 11/17/2021

	<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	
Promo	2827025	1	1/12/2022	Promo
Open	6601418	1	3/15/2022	Open
	4481136	2	5/17/2022	
	3754470	3	4/7/2022	
	3709807	4	3/15/2022	

S. Dixon

San Dieguito Union High School District
Personnel Commission
Custodian

Eligibility List - Continuous Filing
Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.

Updated 11/30/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
2828303	1	5/30/2022	Promo
3782810	2	5/30/2022	Open
3878585	3	2/23/2022	Open
2499260	4	2/23/2022	Open

S. Dixon

San Dieguito Union High School District
 Personnel Commission
School Bus Driver
 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: 11/30/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
1804357	1	3/16/2022
6685491	2	5/30/2022

S. Dixon

San Dieguito Union High School District
 Personnel Commission
Student Support Facilitator
 Continuous Filing Eligibility List
 Open/Promotional-Dual Certification

Updated: 11/30/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
2779891	1	5/9/2022	Open
6646296	1	4/8/2022	Open
6634936	2	4/8/2022	Open
6336019	2	4/8/2022	Open
2637400	2	5/30/2022	Open
6676250	2	5/30/2022	Open
6425268	3	4/8/2022	Open
6668327	4	5/9/2022	Open
3290326	5	4/8/2022	Open
1800769	6	5/9/2022	Open
6631267	7	4/8/2022	Open
4496183	8	4/8/2022	Open
6575331	9	4/8/2022	Open

S. Dixon

INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION

JOB SUMMARY

Under the direction of an assigned supervisor or certificated teacher, the Instructional/Personal Care Assistant - Special Education assists a certificated teacher in providing instruction and care to an individual or small groups of students with severe physical disabilities and/or cognitive delays, monitors and reports student progress regarding behavior and performance, and performs a variety of other instructional support duties as assigned.

REPRESENTATIVE DUTIES:

The position description describes the general nature of the work performed.

ESSENTIAL FUNCTIONS

- Assists severely handicapped students within the Special Education program as may be assigned with personal needs (e.g., tube feeding, suctioning, toileting, diapering, positioning and/or mobility, social skills, etc.) to maintain their health, comfort, cleanliness and safety within the school environment.
- Accompanies students as may be assigned between locations to assist students in their scheduled activities (e.g., WorkAbility and community experience).
- Assists teachers in specialized and/or general education classroom in preparation and presentation of a wide variety of instructional materials to provide instruction in accordance with established curriculum and designated IEP.
- Confers with teachers regarding assigned students' progress and provides information that is used in evaluating students' progress and/or needs.
- Under the guidance of assigned classroom teacher, monitors students' performance and provides feedback to students, teachers and/or others involved in the provision of services in accordance with the IEP.
- Informs the teacher orally or in writing concerning observations, student academic performance, and school activities to provide a record for future reference and/or comply with established regulatory requirements.
- Assists in implementing and monitoring instruction of special education students within special education and/or regular classrooms, individually and in small groups, to improve learning skills, self-care, and/or social development.
- Guides students within the special education program in appropriately dealing with personal interactions and/or specific student issues to develop their interpersonal skills and successful problem solving strategies.
- Maintains various classroom records, files, supplies, and work aids to ensure the necessary materials are available when required.
- Performs other instructional support and record keeping activities (e.g., copying materials, posting information, routing copies of reports, writing down observations on students' activities and progress, etc.) to support teachers.
- Understands the goals of the IEP for the students with whom the incumbent works to appropriately assist the students to achieve their goals.
- Performs first aid and/or CPR as needed and administers emergency medication until appropriate medical care is available.
- Performs other job-related duties as assigned.

INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS****KNOWLEDGE AND ABILITIES****KNOWLEDGE OF:**

- Child guidance principles and practices, especially as they relate to students with learning disabilities
- Basic subjects taught in the District schools, including arithmetic (e.g., algebra, geometry), grammar, spelling, language and reading
- Instructional materials and techniques used in Special Education
- Safe practices in classroom and other activities
- Basic first aid and cardiopulmonary resuscitation (CPR) and emergency medication administration
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Reading and writing communication skills
- Record-keeping techniques
- Current, up-to-date office practices and procedures

ABILITY TO:

- Schedule activities
- Gather and-collate data
- Prepare and maintain accurate records
- Prepare documents following prescribed formats
- Use basic, job-related equipment including equipment used in a special education classroom and pertinent software applications
- Work with others in a wide variety of circumstances
- Work under limited supervision using standardized practices and/or methods
- Analyze data utilizing defined but different processes
- Work with a significant diversity of individuals and groups
- Work with a variety of data
- Present information to others
- Problem solve by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions and limitation of assigned duties
- Supervise and discipline students according to approved policies and procedures
- Lead, guide and coordinate students
- Print and write legibly
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with children and adults
- Establish emotional support and a friendly attitude toward students
- Read, interpret and follow rules, regulations, policies and procedures
- Adhere to safety practices including safely handling hazardous materials
- Perform CPR, Administer first aid and emergency medication
- Establish and maintain effective working relationships with others

INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION

- Maintain confidentiality
- Understand the exceptional needs of special education students and the goals of students' IEP

EDUCATION AND EXPERIENCE

Targeted job-related education that meets the organization's prerequisite requirements, including any education provisions mandated by the State or federal government.

Six months of job-related experience working with children is required. Experience may be paid or volunteer.

DISTINGUISHING CHARACTERISTICS

There are three classifications within the Instructional Assistant Special Education series. All three have commonalities in terms of some tasks and the knowledge and abilities required to perform those tasks; however, there are substantial differences among the three as outlined below:

The **Instructional/Personal Care Assistant – Special Education** assists teachers in providing instruction and care to students with physical disabilities and/or cognitive delays of sufficiently severe condition as identified in their Individualized Education Plan (IEP). These students frequently require assistance with basic bodily and physical functions such as toileting, diapering, suctioning of mouth and nose, tube feeding, and mobility/positioning. Incumbents may also provide instructional support to special education students in other special education learning environments.

Differentiation between the Instructional/Personal Care Assistant-Special Education and the lower-level classification of Instructional Assistant – Special Education, is distinguished as follows:

The **Instructional Assistant – Special Education** assists in providing instruction to students (1-on-1 or in groups) with learning disabilities or students who require a special education learning environment for a portion, or for all of, the students' educational program. Positions in this class work with students having a variety of special education needs including disruptive behavioral problems that require an environment structured to control the behavior. Assignments may be to a classroom generally, or may be dedicated to a specific student.

Differentiation between the Instructional/Personal Care Assistant- Special Education and the equal-level classification of Instructional Assistant – Special Education (Behavior Intervention), is distinguished as follows:

The **Instructional Assistant – Special Education (Behavior Intervention)** primarily provides academic support to students with significant aggressive and/or other behavioral difficulties.

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications required for the position.

CERTIFICATES

Valid First Aid and CPR Certificate issued by the American Red Cross or other agency whose certification standards meet the needs of the program as determined by District staff.

CONTINUING EDUCATION/TRAINING

Blood Borne Pathogen Training, First Aid, CPR, [Administration of Emergency Medication \(e.g. EpiPen, Diastat, other prescribed medications\)](#), Crisis Prevention Intervention (CPI).

INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Reach above shoulder, climbing, balancing
Occasionally	fingering/fine manipulation, power/firm grasping, sitting/standing, twisting back, reach at, above, or below shoulder height, lifting up to 25 lbs. at waist height and carrying up to a distance of 30 feet
Occasionally/Frequently	Stooping/bending, squatting/crouching, kneeling, crawling
Frequently	Lifting up to 10 lbs. at waist height up to a distance of 30 feet, handling/simple grasping
Frequently/Continuously	With assistance and devices provided, lift students weighing more than 100 lbs. at waist height up to a distance of 5 feet, pushing/pulling, including students in wheelchairs, reach below shoulder height

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. The condition/functioning of some students may expose the incumbent to behavior that includes biting, hitting, or bolting away.