

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

Special Meeting Agenda

*3:30 P.M., January, 31, 2023
Virtual Meeting*

PUBLIC COMMENTS

Every agenda for special 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.gray@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 Special 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.gray@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.gray@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., January 31, 2023
Virtual Meeting

SPECIAL MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the January 31, 2023, Personnel Commission Special Meeting.
Public Comments, if any
Motion by _____, second by _____, to approve the agenda for the January 31, 2023, Personnel Commission Special Meeting.
4. Approval of the Minutes for the January 10, 2023, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by _____, second by _____, to approve the minutes of the January 10, 2023, 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 an Eligibility List for Director of Purchasing, Management SR10, Open/Promotional-Dual Certification, effective 01/09/2023, eligibility valid for six months.
 - B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 01/11/2023, individual eligibility valid for six months.
 - C. Motion by _____, second by _____, to approve an Eligibility List for Human Resources Specialist, SR46, Open/Promotional-Dual Certification, effective 01/20/2023, eligibility valid for six months.
 - D. Motion by _____, second by _____, to approve an Eligibility List for Plumber, SR49, Open/Promotional-Dual Certification, effective 01/20/2023, eligibility valid for six months.
 - E. Motion by _____, second by _____, to approve an Eligibility List for Transportation Operations Supervisor, Supervisory SR6, Open/Promotional-Dual Certification, effective 01/23/2023, 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 Plumber, SR49, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification.
- D. Motion by _____, second by _____, to establish a six-month Eligibility List for Instructional Assistant - Bilingual, SR31, Open/Promotional-Dual Certification.
- E. Motion by _____, second by _____, to establish a six-month Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification.
- F. Motion by _____, second by _____, to establish a six-month Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. CLOSED SESSION- The commission will convene to closed session per provisions of the Rules & Regulations for the Classified Service.

Public Comments, if any

- A. Administrative matter relative to commission staff.

8. ADJOURNMENT

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

Regular Meeting Minutes
3:30 P.M, January 10, 2023
Virtual Meeting

MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 3:30 p.m. by Commission Chair JUSTIN CUNNINGHAM.

2. Pledge of Allegiance
Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham
Jeff Charles
John Baird

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel
Barbara Bass, Human Resources Analyst
Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the January 10, 2023, Personnel Commission Regular Meeting.
Public Comments – None
Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the January 10, 2023, Personnel Commission Regular Meeting.
Justin Cunningham
Jeff Charles
John Baird
Passed with three Ayes

4. Approval of the Minutes for the December 13, 2022, Personnel Commission Regular Meeting.
Public Comments – None
Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes. for the December 13, 2022, Personnel Commission Regular Meeting.

Justin Cunningham
Jeff Charles
John Baird
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 – *Carmen Blum announced that Rebecca Cheesman is the new CSEA President. She also welcomed Susan Gray, in her new position as Classified Personnel and thanked Susan Dixon for her service to the district.*
- B. San Dieguito Union School District – *Tina Peterson, Director of Human Resources welcomed Susan Gray the new Director of Classified Personnel.*
- C. Public - *None*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments – None

- A. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Plumber, SR49, Open/Promotional-Dual Certification, effective 12/08/2022, eligibility valid for six months.

Justin Cunningham
Jeff Charles
John Baird
Passed with three Ayes

- B. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Merged Eligibility List for Student Health Care Specialist, SR40, Open/Promotion-Dual Certification, updated 12/09/2022, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- C. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Maintenance Supervisor, Supervisory SR9, Open/Promotional-Dual Certification, effective 12/09/2022, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- D. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 12/13/2022, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- E. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Merged Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 12/21/2022, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- F. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Construction Project Manager II, Management, SR3, Open/Promotional, effective 12/22/2022, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- G. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 1/03/23, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECURITMENTS POSTED

Public Comments – None

- A. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- B. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

8. ASSEMBLY BILL361/2449 – POSSIBLE SPECIAL MEETING

Public Comments - None

AB361 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. It is important to note that Governor Newsom has announced that the pandemic will end as of February 29, 2023 which will impact whether a public agency can justify meeting virtually. Furthermore, AB2449 became effective January 1, 2023. This bill provides additional guidelines which will need to be considered when scheduling a public meeting.

- A. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to have a special meeting of the Personnel Commission on a mutually agreed upon date between January 24, 2023 and February 7, 2023 (*The Commissioners selected Tuesday, January 31, 2023 for the Special Meeting*).

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- B. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to hold the February 14, 2023, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments

- A. Vacancy Report - *Commissioner Jeff Charles commented that if you take out the chronic hard to fill positions from the total 69 approved vacancies there are actually only 19 open vacancies*
- B. Personnel List Report - *None*
- C. Other – *Commissioner John Baird provided a reminder that the CSPCA Annual Conference was coming up (January 22-24, 2023). He also announcement that SDCPPCA will be sending out notice for the quarterly virtual meeting scheduled on February 15, 2023.*

10. CORRESPONDENCE

Public comments – None

11. CLOSED SESSION – The commission will convene to closed session per provisions of the Rules & Regulations for the Classified Service.

Public comments – None

12. RECONVENE TO OPEN SESSION

Report of action taken in closed session.

13. NEXT PERSONNEL COMMISSION MEETING

A Special meeting of the Personnel Commission is scheduled for January 31, 2023, at 3:30 P.M.

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, February 14, 2023, at 3:30 P.M. Please note, this meeting may be held virtually.

14. ADJOURNMENT - 5:08 P.M.

San Dieguito Union High School District
Personnel Commission

Director of Purchasing
Eligibility List
Open/Promo-Dual Certification

Effective Date: 1/9/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 4312554 | 1 | 7/9/2023 | Open |

S.Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional/Personal Care Asst Sp Ed

Eligibility List

Eligibility List - Continuous Filing

Open/Promo Dual Certification

Updated Date: 1/11/2023 *Please note: Individual eligiblity is valid for 6 montl
Scores are merged each time the exam is administer*

| <i>Applicant ID</i> | <i>Rank</i> | <i>Expiration Date</i> | <i>Source</i> |
|---------------------|-------------|------------------------|---------------|
| 6981641 | 1 | 7/11/2023 | Open |

S. Gray

San Dieguito Union High School District
Personnel Commission

Human Resources Specialist
Eligibility List
Open/Promo-Dual Certification

Effective Date: 1/20/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 6971645 | 1 | 7/20/2023 | Open |
| 7026293 | 2 | 7/20/2023 | Open |

S.Gray

San Dieguito Union High School District
Personnel Commission

Plumber
Eligibility List
Open/Promo-Dual Certification

Effective Date: 1/20/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 6969477 | 1 | 7/20/2023 | Open |
| 7028360 | 2 | 7/20/2023 | Open |
| 3628810 | 3 | 7/20/2023 | Open |

S. Gray

San Dieguito Union High School District
Personnel Commission

Transportation Operations Supervisor
Eligibility List
Open/Promo-Dual Certification

Effective Date: 1/23/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 6816023 | 1 | 1/23/2023 | Open |
| 2913797 | 2 | 1/23/2023 | Promo |
| 2679445 | 3 | 1/23/2023 | Promo |
| 6990244 | 4 | 1/23/2023 | Promo |
| 1804537 | 5 | 1/23/2023 | Open |

S.Gray