

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

Regular Meeting Minutes

3:30 P.M., October 15, 2019

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Guests

Laura August

Carmen Blum

Sheila Graciano

Debbie Johnson

Margy Lara

Dayne Tsuda

Joel VanHooser

3. APPROVAL OF THE AGENDA FOR THE OCTOBER 15, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM seconded by JEFF CHARLES, to approve the agenda for the October 15, 2019, Personnel Commission Regular Meeting.

Passed unanimously with 3 Ayes

4. APPROVAL OF THE MINUTES FOR THE SEPTEMBER 10, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the September 10, 2019, Personnel Commission Regular Meeting.

Passed unanimously with 3 Ayes

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SP ED BEHAVIOR INTERVENTION SR-36, Open/Promotional, six months eligibility from 9/11/19.

Passed with 3 Ayes

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SP ED NON-SEVERE, SR-34, Open/Promotional-Dual Certification, six months eligibility from 9/12/19.

Passed with 3 Ayes

C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SP ED SEVERE, SR-36, Open/Promotional, six months eligibility from 9/12/19.

Passed with 3 Ayes

6. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for GROUNDS SUPERVISOR – Supervisory Salary Range 6, Open/Promotional, six months eligibility.

Passed with 3 Ayes

B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish an Eligibility List for School Plant Supervisor – High School, SR-41, Promotional Only, six months eligibility.

Passed with 3 Ayes

C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for Computer Support Technician, SR-51, Open/Promotional-Dual Certification, six months eligibility.

Passed with 3 Ayes

7. CLASSIFICATION REVIEW

A. Computer Support Technician

1. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to retitle the classification of Computer Support Technician to Information Technology (IT) Support Technician.

2. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to revise the class description of Computer Support Technician/newly titled Information Technology (IT) Support Technician as proposed.

Both passed unanimously with 3 Ayes.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

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

9. CORRESPONDENCE - None

10. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

A. California School Employees Association

B. San Dieguito Union High School District

C. Public –

Laura August: Spoke on the issue of classified employees who use their bilingual skills on a regular basis without compensation.

Carmen Blum: Spoke on the issue of classified employees who use their bilingual skills on a regular basis without compensation. Ms. Blum requested that a study be conducted to address the issue.

In order to adhere to the provisions of the Brown Act, discussion was limited. Commissioner Baird requested that the topic of Bilingual Pay be placed as a discussion item on the next agenda.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 12, 2019, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. CLOSED SESSION

At 4:26 PM the commission went into closed session to evaluate the Director of Classified Personnel. No action was taken.

13. ADJOURNED – 4:45 PM