

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

Regular Meeting Minutes

3:30 PM, December 10, 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 3:35 p.m. by JOHN BAIRD.

On behalf of the Personnel Commission, Commissioner Baird acknowledged the upcoming retirements of Debbie Johnson and Sheila Graciano and thanked them for their regular attendance at commission meetings.

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

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Sheila Graciano

Dr. Robert Haley

Debbie Johnson

Maureen Muir

Tina Peterson

3. APPROVAL OF THE AGENDA FOR THE DECEMBER 10, 2019, PERSONNEL COMMISSION REGULAR MEETING.

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

Passed with 3 Ayes.

4. APPROVAL OF THE MINUTES FOR THE NOVEMBER 12, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the November 12, 2019, Personnel Commission Regular Meeting.

Passed with 3 Ayes.

ACTION ITEMS

5. ORGANIZATION OF THE PERSONNEL COMMISSION:

A. Election of Chair for the Personnel Commission

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, that JUSTIN CUNNINGHAM be nominated as Chair of the Personnel Commission for 2020.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, that nominations be closed. JUSTIN CUNNINGHAM is elected as Chair of the Personnel Commission for 2020.

B. Election of Vice-Chair for the Personnel Commission

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD that JEFF CHARLES be nominated as Vice-Chair of the Personnel Commission for 2020.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD that nominations be closed. JEFF CHARLES is elected as Vice-Chair of the Personnel Commission for 2020.

C. Personnel Commission Meeting Dates and Times

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the schedule for the regular meetings of the Personnel Commission for 2020 as listed on the attached supplement, "Personnel Commission Meeting Schedule 2020", to be held at 3:30 P.M. in the District Office Board Room #101.

All three passed unanimously

6. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish an Eligibility List for Learning Commons Technician II, SR 42, Promotional Only, six months eligibility.

Passed with 3 Ayes

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification, six months eligibility.

Passed with 3 Ayes

C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES to establish an Eligibility List for School Plant Supervisor-Middle School, SR 39, Promotional Only, six months eligibility.

Passed with 3 Ayes

7. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education-Non-Severe, SR34, Open/Promotional-Dual Certification, update effective as of 11/12/19.

Passed with 3 Ayes

B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education-Severe, SR36, Open/Promotional, update effective as of 11/12/19.

Passed with 3 Ayes

C It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Information Technology (IT) Support Technician, SR-51, Open/Promotional- Dual Certification, eligibility from 11/22/19.

Passed with 3 Ayes

D It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for School Bus Driver, SR-38, Open/Promotional-Dual Certification, update effective as of 11/22/19.

Passed with 3 Ayes

E. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Administrative Assistant IV, SR-44, Open/Promotional, eligibility from 12/02/19.

Passed with 3 Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. CLASSIFIED STAFF WORKING IN A BILINGUAL CAPACITY

Director Dixon informed the audience that this report was the result of a request made at a previous meeting to conduct a study to determine if employees are working in an out-of-class capacity by using their bilingual skills. Administration at the following sites has reported staff who are using bilingual skills in some capacity: Diegueno Middle School, Earl Warren Middle School, La Costa Canyon High School, Oak Crest Middle School, and Nutrition Services. Desk audits have not yet been conducted; this is preliminary information.

Dixon reported that more districts pay stipends rather than have separate classifications for bilingual work. There is no set amount for compensation, it ranges from \$25 per month to 5.9% per month; there's a wide range of options with varying contract language. Commissioner Charles asked if the study showed whether it is the district that determines which positions will be considered bilingual. Director Dixon responded that it is the districts that make the determination and that the contract language varies considerably as to the process to make the determination - some districts having brief snippets and some having multi-page language (e.g. Vista Unified).

All SDUHSD parties involved in this discussion agree that if an employee is going to use bilingual skills on behalf of the District, they would need to pass an examination verifying bilingual ability. Director Dixon stated that given that there does not appear to be a set amount or standard for compensation, if the commission were to determine out-of-class pay was appropriate, a 2.5% stipend would be consistent with what has been deemed appropriate in the past since the District salary schedule compensates office positions which are classified as bilingual at one range higher than non-bilingual. In other words, this is our District's going rate for an office employee who functions in a bilingual capacity. Commissioner Cunningham asked if the current practice is to state "bilingual preferred" when posting jobs. Director Dixon stated it is not. There was a brief discussion as to factors regarding whether bilingual is preferred or required for any given position. Director Dixon reminded the commission that when the administrative support job descriptions were last updated, the Administrative Secretary - Bilingual classification was deliberately not modified while waiting to see how the use of bilingual skills would be treated in other assignments in case there was any impact on salary range allocation for the classification.

Carmen Blum submitted a speaker slip for this item. Points made included: the study should include a way to quantify the numbers or the need the population has for bilingual services; the District's change to online enrollment has impacted the data the District has on bilingual families; there are additional employees using bilingual skills who were not reported; using bilingual skills in addition to a regular assignment is impacting work in the regular assignment.

Commissioner Cunningham, in an effort to increase parent involvement, inquired about the option to use parent groups for things such as registration (e.g. paradigm of a parent partnership to increase parent engagement). Commissioner Charles commented on the distinction between meeting the educational needs of bilingual students and the intake process; the purview of the District versus the commission, the need for flexibility, and the impact performing bilingual tasks may have on an employee's regular job duties.

Director Dixon responded that the District added an additional Instructional Assistant – Bilingual at Oak Crest Middle School which is a site that reports multiple employees are using bilingual skills. This may reduce some of the need for office staff to perform bilingual duties since the job description for IA – Bilingual includes translating for teachers, students, and parents.

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

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

10. CORRESPONDENCE – None.

11. 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 – Ms. Blum informed the commission that neither Matt nor April were available for this meeting but they would want to thank the commission for their service for the year.
- B. San Dieguito Union High School District – Tina Peterson thanked Classified Personnel for their recruitment efforts and acknowledged the volume of testing.
- C. Public – Maureen “Mo” Muir thanked the commission for the invitation to attend.

Director Dixon announced that refreshments to honor Ms. Johnson and Ms. Graciano would follow.

12 NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 14, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNED – 4:42 PM