

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

Regular Meeting Minutes

3:30 P.M., **October 13, 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

3. APPROVAL OF THE AGENDA FOR THE *OCTOBER 13, 2020*, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the *October 13, 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 *SEPTEMBER 15, 2020*, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the *September 15, 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 provided an overview of the many ways classified employees are adapting to changes resulting from COVID-19 (e.g. ingress & egress of students, spacing of students). "We are learning as we go."
- B. San Dieguito Union High School District-None
- C. Public-None

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an eligibility list for Skilled Maintenance Worker, SR 49, Open/Promotional-Dual Certification, effective 9/11/20.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an eligibility list for Grounds Maintenance Worker II, SR 39, Open/Promotional-Dual Certification, effective 9/29/20.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an eligibility list for Instructional Assistant SpEd-Non-Severe, SR 34, Open/Promotional-Dual Certification, effective 9/30/20.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an eligibility list for Instructional Assistant SpEd-Severe, SR 36, Open/Promotional, effective 9/30/20.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

ELIGIBILITY LISTS TO BE ESTABLISHED

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Administrative Assistant II, SR 40, Promotional Only, for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Receptionist, SR 32, Open/Promotional-Dual Certification, for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Instructional Assistant Behavior Intervention, SR 36, Open/Promotional, for six months.
Commissioner Baird reiterated his comment from last month regarding a sufficient pay differential between the IA classifications. Director Dixon reminded the commission that the upcoming job description review will examine the differential. Baird asked that San Diego Unified be included as a comparison.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- E. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Nutrition Services Supervisor, SR Supervisory 4, Open/Promotional-Dual Certification, for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- F. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a continuous filing Eligibility List for Instructional Assistant SpEd-Non-Severe, SR 34, Open/Promotional-Dual Certification, for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- G. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a continuous filing Eligibility List for Instructional Assistant SpEd-Severe, SR 36, Open/Promotional, for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- H. Potential Use of the Existing Eligibility List for Custodian to fill a Custodian Floater Vacancy.

Director Dixon requested using the recently established eligibility list for Custodian to fill the Custodian Floater vacancy citing that the exam is the same and the use of the list would expedite filling a much needed position. Testing of candidates during COVID-19 is taking longer than the standard timeline and there is a concern that we could lose qualified applicants to other districts as most are hiring custodians at this time. The commissioners discussed the intent of Rule 6.11 and agreed that since the duties performed by incumbents in the two classifications are the same and the higher range of a Custodian Floater is based on the non-set work schedule of Custodian Floater, they would be agreeable to this exception of the rule. The commission agreed and stated that this shall not be considered precedent setting.

It was moved by John Baird, seconded by Jeff Charles, to use the existing Custodian Eligibility List, SR 32, to fill the current Custodian Floater, SR 33 vacancy.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

OR

Motion by _____, second by _____, to establish an Eligibility List for Custodian Floater, SR 33, Open/Promotional-Dual Certification, for six months.

There was no motion made for this alternative option.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

A. Vacancy Report

B. Personnel List Report

C. Other-Commissioner Baird reported on the most recent CSPCA meeting he attended.

8. CORRESPONDENCE

Public Comments-None

Director Dixon asked if the commissioners had received the email invitation to attend the San Diego Chapter's CSPCA meeting.

9. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 10, 2020, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary.

10. ADJOURNMENT

The meeting adjourned at 4:50 p.m.