

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

Regular Meeting Minutes

3:30 PM, February 11, 2020

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 JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Dawn Campbell

April Llamas

Tina Peterson

3. APPROVAL OF THE AGENDA FOR THE FEBRUARY 11, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the February 11, 2020, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE JANUARY 14, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the January 14, 2020, Personnel Commission Regular Meeting.

Passed 2-0, Commissioner Baird abstained from voting as he did not attend the January meeting.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, six months eligibility.

B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Custodian Floater SR 33, Open/Promotional-Dual Certification, six months eligibility.

C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification, six months eligibility.

All passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, update effective as of 1/16/20.
- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd Non-Severe, SR 34, Open/Promotional- Dual Certification, update effective as of 1/27/20. *Director Dixon explained practices used for “continuous” eligibility lists and that candidates are notified of their six months of eligibility when testing. Commissioner Baird requested that eligibles on continuous filing lists be notified when their eligibility expires (which removes them from the list) so they know to reapply if still interested.*
- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification, eligibility from 1/27/20.
- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Director of Transportation, Management Salary Group 5, Range 4, Open/Promotional-Dual Certification, effective from 1/29/20.
- E. It was moved by JOHN BAIRD, 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 1/30/20.

All passed unanimously

7. CLASSIFICATIONS REVIEWS

Merging of classifications within the Finance Department – *Commissioner Baird asked if this was an action item or discussion item. Director Dixon explained that it was an action item but had inadvertently dropped to the wrong heading. Director Dixon then introduced Dawn Campbell, Director of Fiscal Services and stated she was available to answer any questions if needed.*

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a new classification of Accountant as presented.
- B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to recommend to the SDUHSD Board of Education allocating the classification of Accountant to Range 52 of the Classified Employees Salary Schedule.
- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to abolish the classifications of Accounting Specialist and Budget Analyst.
- D. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to reclassify incumbents in the Accounting Specialist and Budget Analyst classifications to the new classification of Accountant. *All passed unanimously with correction of typo in job description (pointed out by Ms. Blum) and additional wording to 7D (new, suggested by Commissioner Baird). The discussion that occurred during this item prompted a request by Commissioner Baird to place a discussion item on the March agenda related to, “the duties and roles of the Personnel Commission versus the Board regarding classification and setting of ranges”.*

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report - Correction, Locksmith FTE is 100%, not 75%.
- B. Personnel List Report
- C. Other – The presentation by Director Dixon to the Board on the functions and processes under the Merit System has been tentatively scheduled for March 19, 2020. She provided the commissioners with a draft of the Power Point she will use and invited them to review and make suggestions. The 2020 California Classified School Employee Week is May 17 – 23. Director Dixon asked the commission which day that week would work best with their schedules to hold the classified employee celebration event. Tuesday, May 19, was selected.

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- Ms. Llamas accepted Commissioner Baird's "congratulations" as the new Chapter President.
- B. San Dieguito Union High School District – Tina Peterson welcomed April Llamas as the new CSEA President and stated they had already had some productive discussions.
- C. Public – Carmen Blum provided an updated list of employees who self-identified as bilingual.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 10, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNED – 4:33 PM