

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

Regular Meeting Minutes

3:30 PM, April 14, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:36 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

April Llamas

3. APPROVAL OF THE AGENDA FOR THE April 14, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the April 14, 2020, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE March 10, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the March 10, 2020, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Registrar, SR 40, Open/Promotional, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Facilities Construction Planner, SR 52, Open/Promotional- Dual Certification, effective from 3/12/20.

B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Locksmith, SR 47, Open/Promotional-Dual Certification, eligibility from 3/12/20.

- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an updated Eligibility List for Instructional Assistant Special Education - Non-Severe, SR 34, Open/Promotional-Dual Certification, update effective as of 3/11/20 with corrections to the year listed for Rank 3 and 10 (should be 2020 not 2019).

The review of eligibility lists generated an inquiry from Commissioner Baird regarding a previous suggestion to contact individuals on the eligibility list to notify them when a list is about to expire (e.g. 30 days prior). Director Dixon stated PC staff would discuss how this process might be implemented.

All passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. PROPOSED 2020-2021 BUDGET REVIEW (First Read)

Director Dixon introduced the budget and announced that the public hearing for the budget will be held at the May 12, 2020, Regular Personnel Commission meeting. Commissioner Charles inquired about budgeting for technology equipment to support staff working from home. Director Dixon said she would check with the Technology Department and gather information to possibly modify the budget.

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. Vacancy Report

B. Personnel List Report

C. Other – Director Dixon commended Analyst, Barbara Bass who has researched virtual testing methods that include confidential protection against downloading test material, as well as virtual interview formats.

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 – April Llamas has been working with the district on a COVID 19 response, and appreciates the training offered.

B. San Dieguito Union High School District- Director Dixon stated it is likely the Classified School Employee of the Year event will need to be rescheduled.

C. Public – None.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 12, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary

12. ADJOURNED – 4:32 PM