

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

**Regular Meeting Minutes**

3:30 PM, August 11, 2020  
Virtual Meeting

---

**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:31 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Commission Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

April Llamas

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

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the August 11, 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 July 14, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the July 14, 2020, Personnel Commission Regular Meeting with a change in Item 2 from "Members" to "Commissioners" in Attendance.

*Commissioner Baird requested the change to make it more clear.*

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

**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 Custodian, SR 32, Open/Promotional-Dual Certification, effective 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 Nutrition Services Assistant II, SR 27, Promotional Only, effective for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

6. CLASSIFICATION REVISIONS

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to revise the job description for Grounds Maintenance Equipment Operator, as proposed.

*Commissioner Baird commented that classification items usually have a salary motion separate from the job description update motion. Director Dixon explained that Grounds Maintenance Equipment Operator is an existing classification not a new classification and that a review of comparisons did not warrant a recommendation for a salary reallocation. Commissioner Baird expressed concern that not many comparisons were presented in the salary study from our comparison districts and he is certain that there are more positions that perform duties equivalent to our position. Director Dixon explained that some districts did not have a comparison assignment because incumbents also provided lead duties or had other responsibilities. She will provide more information to the CAC as to why some districts were determined not to be comparable and if there are any changes in the recommendation she will bring that information to the September meeting.*

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 revise the job description for Grounds Maintenance Worker II, as proposed.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

7. LANGUAGE AND FORMAT OF PC AGENDA

*Director Dixon presented a draft of a revised agenda, particularly in terms of language regarding public comments. The commissioners discussed the revisions and generally agreed on a number of edits. They asked Dixon to place the item on next month's agenda again so the revisions could be finalized.*

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – *Director Dixon reports that Classified Personnel is beginning use of our new eSkill remote testing platform to administer exams. Barbara Bass has administered the first two exams from the new vendor. Commissioner Baird inquired if our schools are reopening for students August 25. The Director stated that San Dieguito will start the 2020-21 school year with distance learning for the first quarter through October 28, 2020. When the environment is deemed safe, the priority is to bring*

*back Special Education and high-risk students on campus to support them with distance learning. The District will implement a COVID symptom screening process starting tomorrow (August 12) for employees reporting to campuses or other work sites.*

- B. Personnel List Report - *Director Dixon commented that the Personnel List for this month is short, but the employee listed is doing a great job in the new position.*
- C. Other – *Commissioner Baird asked if Cajon Valley USD has posted the official retirement of Director, Angela Bishop.*

- 9. CORRESPONDENCE – The San Diego County Office of Education sent a letter informing us that the 2020-21 budget for the Personnel Commission was approved.

#### 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, CSEA President, reported that many parents are inquiring about the distance learning established for students.
- B. San Dieguito Union High School District- Director Dixon reiterated how busy the District is setting COVID protocols for employees and students.
- C. Public-Commissioner Baird reported that CSPCA, in conjunction with CSEA, is supporting a bill which would allow a commission to determine if it wants to use an outside attorney.

#### 11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 15, 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. ADJOURNMENT – 5:21 PM