

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

Regular Meeting Minutes

3:30 PM, September 15, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 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 Staff in Attendance

Susan Dixon, Director
Kathy Potter, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE September 15, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the September 15, 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 August 11, 2020, PERSONNEL COMMISSION REGULAR MEETING.

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

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the Eligibility List for Nutrition Services Assistant II, SR 27, Promotional Only, effective 8/21/20.

Director Dixon explained that we will need to repost this position because there are two additional vacancies to fill at this time, and no ranks left on this list.

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 the Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, effective 8/27/20.
Commissioner Baird asked if the two remaining candidates from the list that expired 9/4/20 were notified. Director Dixon stated they were given the choice to carry over their same test score or retest. This is a strong list that will be used for multiple vacancies.

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 the Eligibility List for Theater Technician, SR 41, Open/Promotional-Dual Certification, effective 9/9/20.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Instructional Assistant-SpEd, Non-Severe, SR 34, Open/Promotional-Dual Certification, six months eligibility.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

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

Commissioner Baird stated that he feels the pay difference between Non-Severe and Severe positions should be more than five percent. Director Dixon stated that when the job descriptions are updated the review will include a salary study.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. LANGUAGE AND FORMAT OF PERSONNEL COMMISSION AGENDA

This was a continued discussion of revisions presented during the August meeting.

Director Dixon provided a summary of the decisions made at the August meeting which included: expanded language on the cover page, public comments listed on each agenda item, replacement of long-standing public comment summary statement with specific government code language, a time limit of three minutes per individual and 15 minutes total per item will be set. More discussion followed with several additional suggestions provided by commissioners which will be applied to the new document. The commissioners agreed that the revised document should be used starting with the next meeting.

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – *Classified Personnel continues to fill vacancies and create eligibility lists. The first recruitment to use all components of the online testing platform was Instructional Assistant Special Education. The District continues to adhere to a no “in-person” testing policy. The next eligibility lists will be for Grounds Maintenance Worker II and Instructional Assistant positions.*

- B. Personnel List Report – *Commissioner Baird reiterated from a previous meeting that the document should have a clearer distinction/separation between “retirement” and “resignation”. He noted that the*

phrase “resignation for the purpose of retirement” is not a standard reference. Differences in meaning between resigning, termination and retirement were discussed. Director Dixon explained that the Personnel List is a District-generated form used for approval by the Board and not a document that PC staff prepares.

- C. Other – *Jesus Ferrer helped with an explanation of how Special Education classrooms are bringing students back to campus. He stated students are in small cohorts each day. Some cohorts come Monday and Tuesday, Wednesday is a deep cleaning for the classroom, then different small cohorts come on Thursday and Friday.*

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-None
- B. San Dieguito Union High School District- None
- C. Public-None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 13, 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.

11. ADJOURNMENT TO CLOSED SESSION– 4:48 PM

12. CLOSED SESSION-Director of Classified Personnel Annual evaluation

The commission came out of closed session at 5:09 PM and reported that no action had been taken during the closed session.

13. ADJOURNED – 5:09 PM