

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

Regular Meeting Minutes

3:30 PM, May 11, 2021
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by Commission Chair JEFF CHARLES

2. PLEDGE OF ALLEGIANCE

Commissioner Charles 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 May 11, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the May 11, 2021, Personnel Commission Regular Meeting.

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

4. APPROVAL OF THE MINUTES FOR THE April 13, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the April 13, 2021, 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-Director Dixon announced that April Llamas will be resigning from SDUHSD. Ms. Llamas shared that she has accepted a job with CSEA. The decision was hard since she loves where she works and loves the students. She said she is busy, as are many classified employees, with wrapping up this school year. She informed the commissioners that Classified School Employee Week is next week.
- B. San Dieguito Union High School District-Tina Douglas spoke on behalf of administration regarding Classified School Employee Week and appreciation of classified employees.
- C. Public-None

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual certification, updated 4/30/21, individual eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Registrar, SR40, Open/Promotional.
Commissioner Baird asked why this wasn't posted as promotional only. Director Dixon explained that based on the information she had from previous recruitments, it was questionable whether there would be three qualified internal applicants. She explained that since the posting is open/promotional, existing employees who qualify will be certified before external candidates. The external candidate list will only be used in the event that there are fewer than three internal candidates available.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Director of Maintenance & Operations, SR M4, Open/Promotional-Dual Certification.
John Baird-Aye

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

- C. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Lead Vehicle and Equipment Mechanic, SR52, Open/Promotional-Dual Certification. (Reposted)
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

8. CLASSIFICATION REVIEW

Student Health Care Specialist and Athletic Trainer

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to recommend to the SDUHSD Board of Education reallocation of the classification of Student Health Care Specialist from Range 38 to Range 40 of the Classified Salary Schedule.
B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a new classification of Athletic Trainer and approve the job description as presented.
C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to recommend to the SDUHSD Board of Education allocating the classification of Athletic Trainer to Range 42 of the Classified Salary Schedule.

Director Dixon summarized the rationale for the salary recommendations noting that the recommended salary ranges provide internal alignment and a competitive salary, which is consistent with the existing classification plan.

9. 2021-2022 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL

- A. Public Hearing - opened at 4:26 p.m.
B. Call for Public Comment – None
C. Public Hearing – closed at 4:27 p.m.
D. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the 2021-2022 Personnel Commission Budget as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. RULES & REGULATIONS FOR THE CLASSIFIED SERVICE

Director Dixon requested discussing Rule 7.1 B. Limited-Term Employment given that there will be one-time funding to mitigate learning loss as a result of AB 86. Associate Superintendent of Human Resources Cindy Frazee explained that the District is looking at hiring a number of paraprofessional classified staff to provide social and emotional support to students who are struggling because of COVID-19. The commissioners and Associate Superintendent Frazee agreed that Education Code 45286 allows for up to a one year limited-term assignment when there is a national or state emergency and that this type of assignment would be related to the COVID-19 emergency. Associate Superintendent Frazee stated that the District would want to afford these limited-term employees some of the benefits permanent employees receive.

Commissioner Baird had requested discussing 4.3 C. to explore whether employees serving

an initial probationary period should be permitted to apply for promotional exams. The discussion included an explanation by Director Dixon of how the rule is currently applied noting that when an employee on initial probation applies for a promotional opportunity they can be placed on the “open” list and when they achieve permanent status their score can be merged onto the “promotional” list. The commissioners agreed that the current rule can stand.

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

- A. Vacancy Report
- B. Personnel List Report
- C. Other

12. CORRESPONDENCE-

Public Comments- None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 8, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

14. ADJOURNMENT – 5:42 P.M.