

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

**Regular Meeting Minutes**

3:30 PM, June 8, 2021  
Virtual Meeting

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:31 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

3. APPROVAL OF THE AGENDA FOR THE June 8, 2021, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the June 8, 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 May 11, 2021, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the May 11, 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-It was acknowledged that this was April Llamas' last meeting as she is resigning from the District. Wayne Baldwin is the new CSEA Chapter President and he will be attending meetings starting next month. April shared that it has been a rough year; however, she has enjoyed working with everyone.
- B. San Dieguito Union High School District-Tina Peterson thanked April and stated she appreciated her team work and wishes her well.
- C. Public-None

**ACTION ITEMS-(See Supplements)**

**6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED**

*Public Comments-None*

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual certification, updated 5/10/21, individual eligibility for six months.  
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 approve an Eligibility List for Registrar, SR 40, Open/Promotional, effective 5/14/21, eligibility for six months.
- C. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification, effective 5/24/21, eligibility for six months.

**7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED**

*Public Comments-None*

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Skilled Maintenance Worker, SR49, Open/Promotional-Dual Certification.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Instructional Assistant Special Education (Behavior Intervention), SR 36, Open/Promotional.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye

*Passed with three Ayes*

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Administrative Assistant I, SR38, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- D. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- E. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Athletic Trainer, SR42, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

8. CLASSIFICATION REVIEW

Student Support Facilitator

*Public Comments-None*

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a new classification of Student Support Facilitator and approve the job description as presented. *Commissioner Cunningham expressed concern about the long-term need to address the mental health of students and whether hiring staff in this classification would properly address those needs. Based on his years of experience in the field, he favors a systemic approach to use the AB86 funding as wisely as possible. Julie Goldberg, the Coordinator of Accountability, Assessment and Research provided an overview of the work that has been done so far to prepare staff to address students' social and emotional needs in light of the effects of the pandemic and explained how the Student Support Facilitators will be part of a multi-disciplinary team.*

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 recommend to the SDUHSD Board of Education allocating the classification of Student Support Facilitator to Range 39 of the Classified Salary Schedule.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

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

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments-None*

A. Vacancy Report

B. Personnel List Report

C. Other – Commissioner Baird shared his experience testifying to the legislature in support of a bill that impacts merit system elections. CSEA is promoting the bill. He also shared that he and Director Dixon had worked as part of a local committee to revise the CSPCA Commissioners Handbook.

10. CORRESPONDENCE-

*Public Comments- None*

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, July 13, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

12. ADJOURNMENT – 4:44 P.M.