

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

Regular Meeting Minutes

3:30 PM, August 10, 2021
Virtual Meeting

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 August 10, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the August 10, 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 July 13, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the July 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-A representative had not yet joined the meeting.
- B. San Dieguito Union High School District-Olga West, the new Associate Superintendent of Human Resources, was introduced. She was welcomed by the commissioners and proceeded to provide an update on a few of her immediate tasks: met with the benefits committee, looking at staff wellness ideas, working on staffing positions.
- C. Public-Paul Valen, CSEA Labor Relations Representative was in attendance to speak about his concerns regarding the anticipated recruitment/staffing of Student Support Facilitator positions. His comments focused on the previously discussed “limited-term” designation and his belief that para-educator positions should be part of the bargaining unit. The commissioners, Associate Superintendent West and Director Dixon contributed points of view which led to the question of whether this item should be discussed at a special meeting. After further discussion, it was agreed that the District and CSEA would work together to resolve the concerns.

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 an Eligibility List for Athletic Trainer, SR 42, Open/Promotional-Dual certification, effective 7/9/21, eligibility for six months
Commissioner Baird was surprised there were no in house candidates. Director Dixon explained that the minimum qualifications are very specialized including a degree and national certification.
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 Instructional Assistant Special Education-Behavior Intervention, SR 36, Open/Promotional, effective 7/12/21, eligibility for six months.
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 approve an Eligibility List for Custodian Floater, SR33, Open/Promotional-Dual Certification, effective 7/13/21, eligibility for six months.
John Baird-Aye
Jeff Charles-Aye

Justin Cunningham-Aye
Passed with three Ayes

- D. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Lead Vehicle and Equipment Mechanic, SR52, Open/Promotional-Dual Certification, effective 7/13/21, eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- E. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Instructional Assistant - Bilingual, SR31, Open/Promotional-Dual Certification, effective 7/14/21, eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- F. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 7/15/21, individual eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- G. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Administrative Assistant I, SR38, Open/Promotional-Dual Certification, effective 7/19/21, eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- H. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Accountant, SR52, Open/Promotional-Dual Certification, effective 7/20/21, eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- I. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Bus Driver Trainer, SR44, Open/Promotional, effective 7/26/21, eligibility for six months.
John Baird-Aye
Jeff Charles-Aye

Justin Cunningham-Aye
Passed with three Ayes

- J. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Transportation Dispatcher, SR41, Open/Promotional, effective 7/30/21, eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- K. 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 8/3/21, eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- L. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education - Severe, SR36, Open/Promotional, updated 8/4/21, individual eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- M. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education – Non-Severe, SR34, Open/Promotional-Dual Certification, updated 8/4/21, individual eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- N. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to extend the Eligibility List for Grounds Maintenance Equipment Operator, SR41, Open/Promotional-Dual Certification, effective 11/23/20 extended to 11/23/21.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- O. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to extend the Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification, effective 3/2/21 extended to 12/2/21.
John Baird-Aye

Jeff Charles-Aye
Justin Cunningham-Aye

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 Nutrition Services Assistant – Transporter I, SR27, Open/Promotional.

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 Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification.

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 Custodian, SR32, 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 Loss Control Analyst, SR60, 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 Vehicle and Equipment Service Worker, SR41, Open/Promotional – Dual Certification.

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

- F. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification.

John Baird-Aye
Jeff Charles-Aye

Justin Cunningham-Aye
Passed with three Ayes

- G. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Campus Supervisor, SR 32, Open/Promotional-Dual Certification.

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

- H. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Athletic Trainer, SR 42, Open/Promotional-Dual Certification.

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

- I. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Instructional Assistant - Bilingual, SR 31, Open/Promotional-Dual Certification.

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

- J. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification.

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

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. CLASSIFICATION REVIEW

Job Description Updates: Instructional Assistant Special Education

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to revise the class description for Instructional Assistant Special Education – Non-Severe as proposed.

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 retain Range 34 salary allocation for Instructional Assistant – Special Education.

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

- C. The original motion was modified from, “It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to revise the class description for Instructional Assistant Special Education – Severe” to “It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to Table Item 8.C.”

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- D. The original motion was modified from, “It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to retain Range 36 salary allocation for Instructional/Personal Care Assistant – Special Education” to “It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to Table Item 8.D.”

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

There was considerable discussion regarding the salary allocation of the Instructional Assistant Special Education – Severe classification. The commissioners were in agreement in their belief that the current two-range (5%) differential between the Non-Severe and Severe assignments should be larger. It was further agreed that the item would be tabled to a subsequent meeting so that the District could be advised of and participate in the discussion regarding salary allocation.

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

A. Vacancy Report

B. Personnel List Report

C. Other – Director Dixon stated that legislation which allowed for virtual meetings is close to expiring. She will research and have it as a discussion next meeting.

10. CORRESPONDENCE-

Public Comments- None

Commissioner Charles asked about the status of AB289; Commissioner Baird informed the group that it has passed..

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 14, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

12. ADJOURNMENT – 6:43 P.M.