

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

**Regular Meeting Minutes**

3:30 PM, October 12, 2021  
Earl Warren Middle School Learning Commons

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:33 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 October 12, 2021, PERSONNEL COMMISSION  
REGULAR MEETING.

*Public Comments-None*

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the October 12, 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 September 14, 2021, PERSONNEL COMMISSION  
REGULAR MEETING.

*Public Comments-None*

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the September 14, 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-Carlos Magana, CSEA Representative, spoke regarding his concerns with management's interpretation of the job description for custodian.
- B. San Dieguito Union High School District-Dr. Olga West, the Associate Superintendent of Human Resources, stated that administration and CSEA have had three negotiation sessions so far.
- C. Public –Jesus Ferrer provided additional information and reiterated his points from a previous meeting regarding the justification to increase the salary for Instructional Assistants who provide personal care assistance.

**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, SR 34, Open/Promotional-Dual certification, updated 9/2/21, individual eligibility valid for six months.  
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 approve a Continuous Filing Eligibility List for Nutrition services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 9/14/21, individual eligibility valid for six months.  
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 approve a Continuous Filing Eligibility List for Instructional Assistant Special Education Behavior Intervention, SR36, Open/Promotional, updated 9/15/21, individual eligibility valid for six months.  
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 approve a Continuous Filing Eligibility List for Instructional Assistant Bilingual, SR31, Open/Promotional-Dual Certification, updated 9/15/21, individual eligibility valid for six months.  
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 approve an Eligibility List for Vehicle and Equipment Service Worker, SR41, Open/Promotional-Dual Certification, effective 9/15/21, eligibility for six months.  
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 approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 9/16/21, individual eligibility valid for six months.  
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 approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR34, Open/Promotional-Dual Certification, updated 9/17/21, individual eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- H. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education Behavior Intervention, SR36, Open/Promotional, updated 9/17/21, individual eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- I. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 9/17/21, individual eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye

Justin Cunningham-Aye  
*Passed with three Ayes*

- J. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, effective 9/22/21, eligibility for six months.

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

- K. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant Special Education, SR36, Open/Promotional, updated 9/22/21, individual eligibility valid for six months.

*Commissioner Baird noted that approval of the list does not mean he supports the salary range.*

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

- L. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, effective 9/22/21, eligibility for six months.

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

- M. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Merged Eligibility List for Athletic Trainer, SR42, Open/Promotional-Dual Certification, effective 9/23/21, individual eligibility valid for six months.

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

- N. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Loss Control Analyst, SR60, Open/Promotional-Dual Certification, effective 9/28/21, eligibility for six months.

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

- O. 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 10/6/21, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- P. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Student Health Care Specialist, SR 40, Open/Promotional-Dual Certification, effective 10/6/21, 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 JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Nutrition Services Production Assistant, SR33, 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 Nutrition Services Assistant II, SR 27, 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 Nutrition Services Supervisor, SR Supervisory 4, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

## 8. APPOINTMENT OF PERSONNEL COMMISSIONER

*Public Comments-None*

The term for the “Joint Appointee” commissioner, Jeff Charles, will expire on December 1, 2021. The Appointee of the Classified Employees (John Baird) and the Appointee of the Governing Board (Justin Cunningham) will need to determine whether or not to announce Jeff Charles as their “Intended Appointee” for the December 1, 2021 – December 1, 2024 term. If this determination is not made, next steps for filling the “joint appointee” commissioner position will need to be discussed and determined.

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to publicly announce Jeff Charles as the “Intended Appointee” of the Appointee of the Classified Employees and the Appointee of the Governing Board.

*Commissioner Baird explained that he had not had a chance to check with CSEA regarding the appointment so he wanted to postpone or table the item until next month. The original motion was then modified to the following:*

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to table the motion to next month.

John Baird-Aye

Justin Cunningham-Aye

Jeff Charles-Abstained

*Passed with two Ayes*

## 9. PUBLIC HEARING DATE

*Public Comments-None*

Upon announcing their “Joint Appointee”, the Appointee of the Classified Employees and the Appointee of the Governing Board will set a date for an open public hearing (after 30 days) on the qualifications of the “Intended Appointee”.

- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to set an open public hearing date after November 11, 2021.

*The commissioners did not make a motion based on the decision to postpone the item until next month.*

## 10. ASSEMBLY BILL 361

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to hold the November 9, 2021 Personnel Commission meeting virtually.

*The commissioners, director and audience discussed the pros and cons of in-person and virtual meetings. Key considerations were the difficulty of hearing comments due to wearing masks and the difficulty of employees attending in-person. The commission will vote on this item each month.*

## 11. CLASSIFICATION REVIEWS

*Public Comments-None*

Job Description Updates:

Item A was tabled at the September 14, 2021 meeting

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to retain Range 36 salary allocation for Instructional/Personal Care Assistant-Special Education. Please note an alternative motion may be made.

*The discussion of this item carried over from previous meetings. At the request of the commission, Associate Superintendent of Business Services presented information on the*

*district's budget. The ongoing cost of an increase was also provided. Associate Superintendent of Human Resources, Dr. Olga West, provided some insight into the negotiations timeline and how this item may be incorporated into that process. After the discussion, an alternative motion was made as follows:*

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to amend the motion and table the salary allocation of Instructional Assistant until the December meeting.

John Baird-Aye

Justin Cunningham-Aye

Jeff Charles-Aye

*Passed with three Ayes*

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

#### 12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments-None*

A. Vacancy Report

B. Personnel List Report

C. Other

#### 13. CORRESPONDENCE-

*Public Comments- None*

#### 14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 9, 2021, at 3:30 P.M.. Please note, this meeting will be held virtually.

#### 15. ADJOURNMENT – 5:42 P.M.