

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

**Regular Meeting Minutes**

3:30 PM, December 14, 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  
Barbara Bass, Human Resources Analyst  
Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE December 14, 2021, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the December 14, 2021, Personnel Commission Regular Meeting.

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

4. APPROVAL OF THE MINUTES OF THE December 7, 2021, PERSONNEL COMMISSION SPECIAL MEETING.

*Public Comments-None*

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the December 7, 2021, Personnel Commission Special 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-Wayne Baldwin, CSEA President, did not have a comment.
- B. San Dieguito Union High School District-None.
- 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 an Eligibility List for Learning Commons Technician, SR 40, Open/Promotional-Dual certification, effective 12/8/21, eligibility 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 12/8/21, individual eligibility valid 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 Human Resources Technician, SR42, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

8. ORGANIZATION OF THE PERSONNEL COMMISSION

*Public Comments-None*

- A. Election of Chair for the Personnel Commission

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, that JOHN

BAIRD be nominated as Chair of the Personnel Commission for 2022.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, that nominations be closed. JOHN BAIRD was elected as Chair of the Personnel Commission for 2022.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

B. Election of Vice-Chair for the Personnel Commission

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, that JUSTIN CUNNINGHAM be nominated as Vice-Chair of the Personnel Commission for 2022.

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, that nominations be closed. JUSTIN CUNNINGHAM was elected as Vice-Chair of the Personnel Commission for 2022.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

9. PERSONNEL COMMISSION MEETING CALENDAR - 2022

*Public Comments-None*

A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the schedule for the regular meetings of the Personnel Commission for 2022 as listed on the attached supplement, "Personnel Commission Meeting Schedule 2022", with the change of March 8 to March 15, to be held at 3:30 P.M., either virtually, in the District Office Board Room #101, or other appropriate district meeting space.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

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 January 11, 2022 Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

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

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments-See Item C*

- A. Vacancy Report-Director Dixon stated she did not have time to prepare a written document this month; she shared new vacancies.
- B. Personnel List Report-Director Dixon stated she did not include this item this month; the list is viewable in the board agenda packet on the District's webpage.
- C. Other-CSEA request of review of QAI score of Matilde Cortes.  
*Carlos Magana requested this item appear on the agenda; however, as he was not in attendance, Wayne Baldwin spoke on behalf of CSEA regarding questions/concerns they have related to the scoring. Director Dixon provided an overview of the process used to establish the eligibility list for Nutrition Services Supervisor. The commissioners, Mr. Baldwin and Dixon determined that the appropriate course of action at this time would be for Mr. Baldwin and Dixon to discuss the item the next day to get clarification on the issue rather than continuing to present information to the commission.*

12. CORRESPONDENCE-

*Public Comments- None*

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 11, 2022, at 3:30 P.M. It was determined that this meeting will be held virtually as voted earlier in today's meeting.

14. CLOSED SESSION 4:18 P.M.

*Public Comments- None*

- A. Performance Evaluation, Director of Classified Personnel

15. RECONVENE TO OPEN SESSION 4.59 P.M.

- A. Report out of closed session

*Commissioner Charles reported that no action was taken during closed session*

16. ADJOURNMENT – 4:59 P.M.