

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

**Regular Meeting Minutes**

3:30 PM, April 13, 2021  
Virtual Meeting

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**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 April 13, 2021, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the April 13, 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 March 9, 2021, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the March 9, 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-April Llamas commented that although every spring is overwhelming (e.g. enrollment) this spring is especially challenging because of the extra work involved with COVID-19 and more students returning to campus.
- B. San Dieguito Union High School District-District administration was unavailable to attend; Director Dixon, on behalf of District administration, thanked all classified staff for their on-going efforts to keep things running as smooth as possible. Within the HR Department, she thanked Jennifer Laity, the HR Technician responsible for processing the very long list of coaches on the Personnel List Report.
- 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 Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual certification, updated 3/05/21, individual eligibility for six months.

*Commissioner Baird asked why this list appeared twice this month when it has appeared recently. Director Dixon explained that the list is continuous filing and that the exam is administered and the list updated frequently to ensure there are always three ranks available for any assignment. These are part-time positions and candidates often only want to be considered for certain sites or specific hours, which is not the case with classifications with 40 hour per week positions.*

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 Contracts Analyst, SR 62, Open/Promotional-Dual Certification, effective 3/10/21.

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 Secretary, SR 36, Open/Promotional-Dual Certification, effective 3/15/21. *Commissioner Baird questioned whether Secretary should be promotional only. Director Dixon's response included an explanation that candidates who are on initial probation in*

*the District are not permitted to apply for promotional only opportunities per the Rules & Regulations for Classified Service. Commissioner Baird asked that this topic be placed on next month's agenda for discussion. Director Dixon will provide a copy of the eligibility list designating the source of candidates (open/promotional) to the commissioners and President Llamas since the list included in the packet did not specify the source.*

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 Student Health Care Specialist, SR 38, Open/Promotional-Dual Certification, effective 3/17/21.

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 HVAC Technician, SR 49, Open/Promotional-Dual Certification, effective 3/24/21.

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 Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 3/29/21, 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 a Continuous Filing Eligibility List for Instructional Assistant Special Education, Severe, SR 36, Open/Promotional, updated 3/29/21, individual 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 Custodian, SR 32, Open/Promotional-Dual Certification, effective 3/29/21.

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 Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification, effective 4/02/21.

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 Lead Vehicle and Equipment Mechanic, SR 52, Open/Promotional, effective 4/06/21.

*This item was tabled while PC staff researched previous meeting minutes to see the interview process that was agreed to when fewer than three ranks are on an eligibility list. The commissioners came back to this item once the step-by-step process was located in the 6/13/17 meeting minutes. Commissioner Baird withdrew the motion to table the item.*  
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 Student Health Care Specialist, SR38, Open/Promotional-Dual 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 establish a six month Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification.

*Commissioner Baird asked why this wasn't posted as promotional only. Director Dixon explained that recruitments are posted promotional only when there is reason to believe there will be a sufficient pool of internal applicants (e.g. minimum of three employees in lower-level classifications in the same job family) to warrant promotional only.*  
John Baird-No  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with two Ayes*

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

8. PROPOSED 2021-2022 BUDGET REVIEW (First Read)

*Public Comments-None*

*Director Dixon shared the proposed budget, an explanation of the budget line items and informed the commissioners that the District had reviewed and is in support of the budget as presented. The commissioners did not suggest any changes to the proposed budget. It was announced that the public hearing for the 2021-2022 PC budget will be held at the next regularly scheduled PC meeting, May 11, 2021.*

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments-None*

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

10. CORRESPONDENCE-

*Public Comments- None*

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 11, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

12. ADJOURNMENT – 5:07 P.M.