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

Regular Meeting Minutes

3:30 P.M., October 11, 2022

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:33 p.m. by Commission Chair JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director

Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE OCTOBER 11, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the OCTOBER 11, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

4. APPROVAL OF THE MINUTES OF THE SEPTEMBER 13, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes of the SEPTEMBER 13, 2022, 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- *Wayne Baldwin agreed with Matilde Cortes's public comments. Carlos Magana requested grievance issues be put on the PC Agenda next month. Mr. Magana will provide grievance documentation with backup and details.*

B. San Dieguito Union High School District- *Tina Peterson confirmed the importance of working in a collaborative environment and that HR would continue to do so. She also requested a copy of the grievance document so that the District could respond.*

C. Public – *Matilde Cortes discussed her personal employee concerns. Carmen Blum discussed concerns with Classified positions and HR department. Commissioner Baird requested that Susan Dixon investigate grievances. Jeff Charles requested that the sources be documented on the grievance document.*

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, effective 09/09/22, eligibility valid 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 JEFF CHARLES to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 09/09/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

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- C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Merged Eligibility List for Receptionist, SR32, Open/ Promotional-Dual Certification, updated 09/09/22, individual eligibility valid 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 JEFF CHARLES, to approve an Eligibility List for Information Systems Support Technician, SR44, Open/ Promotional-Dual Certification, effective 09/20/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- E. It was moved by JEFF CHARLES seconded by JUSTIN CUNNINGHAM, to approve a Merged Eligibility List for Nutrition Services Supervisor, Supervisory SR1, Open/ Promotional-Dual Certification, updated 09/21/22, eligibility valid 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 JEFF CHARLES, to approve an Eligibility List for Student Support Facilitator, SR39, Open/ Promotional-Dual Certification, effective 09/22/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- G. It was moved by JEFF CHARLES seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Student Health Care Specialist SR40, Open/ Promotional-Dual Certification, updated 09/26/22, individual eligibility valid 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 JEFF CHARLES, to approve an Eligibility List for Nutrition Services Operations Supervisor, Supervisory, SR11, Open/ Promotional-Dual Certification, effective 09/28/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

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- I. It was moved by JEFF CHARLES seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Maintenance Worker II, SR40, Open/ Promotional-Dual Certification, effective 10/04/22, eligibility valid 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 JEFF CHARLES, to approve an Eligibility List for Nutrition Services Transporter II, SR29, Open/Promotional-Dual Certification, effective 10/05/22, 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 JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for HVAC Technician, SR49, 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 JEFF CHARLES, to establish a six-month Eligibility List for Transportation Dispatcher, SR41, Promotional Only.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- C. It was moved by JEFF CHARLES, 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

- D. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

E. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, 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. CLASSIFICATIONS REVIEWS

Public Comments- Wayne Baldwin and Carmen Blum questioned how the compensation salary review was conducted. Susan Dixon explained the salary review process in detail. It was decided that Director Dixon would reevaluate and report back at next meeting.

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a classification of Bilingual Parent/Community Liaison and approve the job description as presented.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to recommend to the SDUHSD Board of Trustees allocating the classification of Bilingual Parent/Community Liaison to Range 36 of the Classified Salary Schedule. The motion was amended as follows, It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to defer a decision until next meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

9. ASSEMBLY BILL 361

Public Comments- None

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 JUSTIN CUNNINGHAM, second by JEFF CHARLES, to hold the November 8, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments- None

A. Vacancy Report

B. Personnel List Report

C. Other – *Director Dixon provided an update and explained the process for the PC Director recruitment.*

11. CORRESPONDENCE

Public Comments-None

A. CSPCA Conference Save the Date

Commissioner Baird encouraged attendance at the conference. It will be in Long Beach.

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 8, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

13. ADJOURNMENT – 5:43 P.M.