

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

Regular Meeting Minutes

3:30 PM, February 8, 2022
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:31 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 February 8, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the February 8, 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 January 11, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes of the January 11, 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-*None*
- 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 JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual certification, updated 1/05/22, individual 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 Instructional Assistant - Bilingual, SR 31, Open/Promotional-Dual Certification, updated 1/13/22, individual eligibility valid for six months.

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 approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR 40, Open/Promotional-Dual Certification, effective 1/14/22, 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 JEFF CHARLES, to approve a Continuous Filing Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, updated 1/24/22, eligibility 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 Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, updated 1/27/22, individual 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 a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification updated 1/31/22, individual 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 Instructional/Personal Care Assistant Special Education, SR 37, Open/Promotional, updated 1/31/22, 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 Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification, effective 2/2/22, eligibility 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 JEFF CHARLES to approve an Eligibility List for Accounting Assistant-ASB, SR 40, Open/Promotional-Dual Certification, effective 2/3/22, 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 JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Construction Project Manager II, Management SR3,

Open/Promotional.

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 Athletic Trainer, SR 42, Open/Promotional-Dual Certification.

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 Human Resources Certificated Analyst, SR 52, 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 Health Technician, SR 35, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

8. CLASSIFICATION REVIEW

Public comments- See below

A. Van Driver – Student Transportation

1. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM to establish a new classification of Van Driver – Student Transportation and approve the job description as presented.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

2. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to recommend to the SDUHSD Board of Education allocating the classification of Van Driver – Student Transportation to Range 35 of the Classified Salary Schedule.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

B. Licensed Mental Health Technician

1. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a new classification of Licensed Mental Health Clinician and approve the job description

as presented.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

2. Motion by _____, second by _____, to recommend to the SDUHSD Board of Education allocating the classification of Licensed Mental Health Clinician to Range 62 of the Classified Salary Schedule.

The motion was amended as follows:

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to take Item 8.

B. 2. back to the Classification Advisory Committee so clarification of funding sources can be made. If resolved, the commission will have a special meeting to vote on the item.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

There was considerable discussion including public comments regarding Item B. The discussion included: the role of the Personnel Commission and Classification Advisory Committee (CAC), the need for mental health services for students, the state of the SDUHSD budget as reported to CSEA during negotiations (public comments from Paul Valen and Wayne Baldwin), the LCAP funding and upcoming spring review of the LCAP. Given that there were members of CAC who were not in support of moving forward with establishing the classification due to funding concerns, the commission agreed to allow time for the district to present additional funding information to the CAC before proceeding with a vote on recommending allocation of a salary range.

9. 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 JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to hold Personnel Commission meetings scheduled in the next 30 days, virtually.

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 hold a special meeting of the Personnel Commission on March 2, 2022 at 3:30 P.M. An agenda item at this meeting would be to possibly announce the March 15, 2022 Regular Meeting as virtual since that meeting date exceeds 30 days from today.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye
Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. RULE REVISION

Public Comments, if any

Commissioner Chair Baird requested that this item be postponed as he had many comments to make and could only stay in attendance at the meeting for a short period of time longer. The commissioners agreed to discuss at a future meeting.

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

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

12. CORRESPONDENCE-

Public Comments- None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 15, 2022, at 3:30 P.M. Please note, this meeting may be held virtually. Additionally, a Special Personnel Commission Meeting date of March 2, 2022 at 3:30 P.M. was scheduled. It was determined that this meeting will be held virtually.

14. ADJOURNMENT – 5:14 P.M.