

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

Regular Meeting Minutes

3:30 PM, June 14, 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. Director Dixon informed the commission that Commissioner Cunningham was unable to attend.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird
Jeff Charles

Personnel Commission Staff in Attendance

Susan Dixon, Director
Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE June 14, 2022, PERSONNEL COMMISSION
REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the agenda for the June 14, 2022, Personnel Commission Regular Meeting.

John Baird-Aye
Jeff Charles-Aye

Passed with two Ayes

4. APPROVAL OF THE MINUTES OF THE May 24, 2022, PERSONNEL COMMISSION
SPECIAL MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes of the May 24, 2022, Personnel Commission Special Meeting.

John Baird-Aye
Jeff Charles-Aye

Passed with two 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-*After Commissioner Baird's public comment below, Wayne Baldwin stated he was asked by Paul Valen if he had spoken to anyone regarding Donna Crosby and he said he had not.*
- B. San Dieguito Union High School District-*Commissioner Charles pointed out that a new Associate Superintendent of HR was appointed. Tina Peterson elaborated that the board selected Mary Anne Nuskin, principal of PTMS, pending approval of the contract at the next board meeting.*
- C. Public –*Commissioner Baird expressed concern that at last meeting there was a long discussion regarding the Administrative Assistant II Special Education position and he didn't see anything on this month's agenda. His recollection was that Dixon was going to meet with Donna Crosby, Mr. Baldwin and Carmen Blum. He understood that Ms. Crosby met with Susan but Mr. Baldwin and Ms. Blum were not there. Baird was concerned that Ms. Crosby was told she did not need a union representative and he was concerned that Ms. Blum and Mr. Baldwin were not there and that they were not invited. He expressed further concern that it wasn't on the agenda for follow up discussion. He noticed on the agenda that there was an item for an Eligibility List for Administrative Assistant II and he hoped those were for other openings and not the ones in special education. Commissioner Charles asked if this would be discussed under Item 9.C. "Staff Comments on Personnel Activities-Other". Director Dixon stated she had planned on providing an update to the classification study during Item 9.C. She also stated she would use the public comment agenda item to go on record regarding a comment that Commissioner Baird made at the last special meeting, specifically that she had not delivered his last commission packet to him. She wanted to go on record that since she started working here she makes a practice of delivering Commissioner Baird's packet to his home using her own car, gas, and time so he can be informed and as participatory as possible in the meetings and she didn't want it to appear to the public as though she is not doing something she is supposed to do. Commissioner Baird did not remember making the comment and said she could mail the packets from now on. Commissioner Charles clarified that all commissioners receive the packet via email.*

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 5/9/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Passed with two Ayes

- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 5/23/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education – Behavior Intervention, SR 36, Open/Promotional, updated 5/23/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education –Behavior Intervention, SR 36, Open/Promotional, updated 5/25/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- E. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, updated 5/26/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- F. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification, effective 6/01/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- G. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 6/01/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- H. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant-Bilingual, SR 31, Open/Promotional-Dual Certification, updated 6/02/22, individual eligibility valid for six months.

John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes

- I. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR 40, Open/Promotional-Dual Certification, updated 6/06/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes

- J. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Administrative Assistant IV, SR 44, Open/Promotional-Dual Certification, effective 06/06/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
Commissioner Charles asked which vacancy this was to fill; Dixon replied it was for TPHS and an existing employee was selected.

- K. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an updated Merged Eligibility List for Administrative Assistant II, SR 40, Open/Promotional, updated 06/14/22, eligibility valid until 10/12/22.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
Commissioner Baird asked if it was the two positions in special education. Dixon responded that it is the same classification as the positions in special education; however, this is not to fill one of those positions. She is trying to extend the eligibility of four internal candidates whose eligibility will be expiring in a few days. If we don't extend their eligibility, the list will not have a sufficient number of ranks to be valid.

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six month Eligibility List for Vehicle & Equipment Service Worker, SR41, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes

- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month eligibility list for School Plant Supervisor-Small School/Auxiliary Sites, SR 39, Promotional Only.
John Baird-Aye
Jeff Charles-Aye

Passed with two Ayes

Commissioner Charles stated he was happy to see this item as it fixes a gap;

Commissioner Baird concurred.

- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Skilled Maintenance Worker, SR 49, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Passed with two Ayes

- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Receptionist, SR 32, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Passed with two Ayes

8. 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 JEFF CHARLES, seconded by JOHN BAIRD, to hold the July 12, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

John Baird-Aye

Jeff Charles-Aye

Passed with two Ayes

Commissioner Baird stated he preferred the meetings be virtual especially July and August due to traffic on Freeway 5. Commissioner Charles pointed out that with the district office remodel, the board room is unavailable. Commissioner Baird inquired if a special meeting was needed; Dixon explained that when there is more than 30 days between meetings, the agenda item includes scheduling a special meeting.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

- A. Vacancy Report-the commissioners commented on the large number of vacancies. Dixon shared that District Office staff are in the process of preparing for their move to temporary offices the last week of June. For the PC staff, this means spending a lot of time scanning, digitizing records, shredding and boxing materials for either storage or the PTMS location.

- B. Personnel List Report-Dixon thanked HR staff for all the work involved staffing for summer school and stated her appreciation for Jennifer Laity joining the PC team and gave a shout

out to Barbara Bass for her continued exceptional working testing candidates for qualifications. Ms. Laity commented that all of HR has seen an increase in workload this year due to the higher than normal turnover rate.

- C. Other- Director Dixon provided an update to the Administrative Assistant II special education study. At the last meeting there were comments about negligence on her part so she wanted to point out that when the job description updates were completed for the secretarial series four years ago, it was explained to Ms. Crosby and her coworker that PC staff didn't see that there was work being performed outside of the classification; however, they were provided with a classification review request form and they were told they could complete that form if they wanted a formal review of their specific assignments. Dixon further stated that her understanding after the last meeting was all agreed that she would do a thorough classification review study using the standard process. Standard practice is not to have union representation at the data gathering meetings. Dixon stated she didn't know what value would be added by CSEA being at those data gathering meetings unless there was a concern that she wasn't following the process. Barbara Bass and Dixon have met with Ms. Crosby, and would now meet with the supervisor and employees who are in the classification of Information Systems Support Technician to gather additional information. Due to end of year deadlines, some staff have not yet been available. Mr. Baldwin said he spoke with Ms. Crosby and she stated she wasn't in need of representation. Dixon said once we gather all the data and can make a recommendation we will invite Ms. Crosby to the CAC meeting. Mr. Baldwin stated he would like to be informed about the studies in advance of the CAC meeting.

Commissioner Charles summarized his thoughts regarding a speaker at the last meeting stating that he did not think classified personnel commission staff had been negligent. It casts an air of suspicion and mistrust when these types of comments are made and can impact a good working rapport. He added that in response to an earlier comment from Commissioner Baird, if Ms. Crosby felt she could use help with understanding the process or guidelines, she should feel free to contact CSEA and ask them to sit in. Dixon clarified that when she went to schedule the meeting with Ms. Crosby, she informed Dixon that Mr. Valen was out of town and that's when Dixon said we don't include CSEA in data gathering meetings. Dixon wanted it on record that Ms. Crosby did ask about Mr. Valen attending and that if there was an expectation that CSEA was going to be there she questioned the purpose Mr. Baldwin stated that what we are finding is there is miscommunication with members, they go to a supervisor to discuss it and it gets denied at that level, that's how the employee feels. This raises concerns with CSEA; employees in special education had been asking for years in regard to this particular situation. They are not sure which way to go and think there is nothing they can do about it and then four years later there was something they could have done. Commissioner Charles read a comment Ms. Crosby put in the chat that employees are very wary of getting assistance from the union due to management's history of believing an employee is being a problem by questioning their job duties. Commissioner Charles said that's not the climate we want to have, it doesn't work for anybody and is worth discussing with administration. CSEA's goal is to work with the district, and be fair and open. Commissioner Baird commented that although it's not a right to union representation, it's the optics of it; there's no harm in it if that makes the employee comfortable. Commissioner Baird said the Brown Act specifically states the employee has a right to come to the meeting and criticize the commission. Commissioners Baird and Charles further discussed their points of view with both agreeing that an employee has the right to say what they want; however, Commissioner Charles believes it is permissible for

members of the commission and staff to clarify and respond to criticism and that he was stating that he didn't believe Dixon or staff had been negligent.

Dixon took the opportunity during this portion of the agenda to inform the group that she would be resigning and was working with the district on a timeline for leaving. She is excited about Ms. Nuskin starting; however, she prefers an environment that is more collaborative, and the commission is getting away from that. She concluded with this is not good for her well being and she would regret staying in an assignment that takes a toll on her that she can't undo at a later date. It's a tough time in HR right now (e.g. lots of vacancies) so it will be a slow exit as she doesn't want to leave the district in a bad position.

10. CORRESPONDENCE

Public Comments- None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, July 12, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

12. ADJOURNMENT – 4:59 P.M.