

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

**Regular Meeting Minutes**  
*3:30 P.M, January 10, 2023*  
*Virtual Meeting*

**MEETING/OPEN SESSION**

1. Call to Order  
The meeting was called to order at 3:30 p.m. by Commission Chair JUSTIN CUNNINGHAM.
  
2. Pledge of Allegiance  
Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham  
Jeff Charles  
John Baird

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel  
Barbara Bass, Human Resources Analyst  
Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the January 10, 2023, Personnel Commission Regular Meeting.  
*Public Comments – None*  
Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the January 10, 2023, Personnel Commission Regular Meeting.  
Justin Cunningham  
Jeff Charles  
John Baird  
Passed with three Ayes
  
4. Approval of the Minutes for the December 13, 2022, Personnel Commission Regular Meeting.  
*Public Comments – None*  
Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes. for the December 13, 2022, Personnel Commission Regular Meeting.

Justin Cunningham  
Jeff Charles  
John Baird  
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 – *Carmen Blum announced that Rebecca Cheesman is the new CSEA President. She also welcomed Susan Gray, in her new position as Classified Personnel and thanked Susan Dixon for her service to the district.*
- B. San Dieguito Union School District – *Tina Peterson, Director of Human Resources welcomed Susan Gray the new Director of Classified Personnel.*
- C. Public - *None*

**ACTION ITEMS (See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

*Public Comments – None*

- A. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Plumber, SR49, Open/Promotional-Dual Certification, effective 12/08/2022, eligibility valid for six months.

Justin Cunningham  
Jeff Charles  
John Baird  
Passed with three Ayes

- B. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Merged Eligibility List for Student Health Care Specialist, SR40, Open/Promotion-Dual Certification, updated 12/09/2022, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- C. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Maintenance Supervisor, Supervisory SR9, Open/Promotional-Dual Certification, effective 12/09/2022, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- D. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 12/13/2022, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- E. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Merged Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 12/21/2022, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- F. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Construction Project Manager II, Management, SR3, Open/Promotional, effective 12/22/2022, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- G. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 1/03/23, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECURITMENTS POSTED

*Public Comments – None*

- A. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- B. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

8. ASSEMBLY BILL361/2449 – POSSIBLE SPECIAL MEETING

*Public Comments - None*

AB361 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. It is important to note that Governor Newsom has announced that the pandemic will end as of February 29, 2023 which will impact whether a public agency can justify meeting virtually. Furthermore, AB2449 became effective January 1, 2023. This bill provides additional guidelines which will need to be considered when scheduling a public meeting.

- A. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to have a special meeting of the Personnel Commission on a mutually agreed upon date between January 24, 2023 and February 7, 2023 (*The Commissioners selected Tuesday, January 31, 2023 for the Special Meeting*).

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

- B. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to hold the February 14, 2023, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

Justin Cunningham

Jeff Charles

John Baird

Passed with three Ayes

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

### 9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

#### *Public Comments*

- A. Vacancy Report - *Commissioner Jeff Charles commented that if you take out the chronic hard to fill positions from the total 69 approved vacancies there are actually only 19 open vacancies*
- B. Personnel List Report - *None*
- C. Other – *Commissioner John Baird provided a reminder that the CSPCA Annual Conference was coming up (January 22-24, 2023). He also announced that SDCPPCA will be sending out notice for the quarterly virtual meeting scheduled on February 15, 2023.*

### 10. CORRESPONDENCE

*Public comments – None*

11. CLOSED SESSION – The commission will convene to closed session per provisions of the Rules & Regulations for the Classified Service.

*Public comments – None*

### 12. RECONVENE TO OPEN SESSION

Report of action taken in closed session.

### 13. NEXT PERSONNEL COMMISSION MEETING

A Special meeting of the Personnel Commission is scheduled for January 31, 2023, at 3:30 P.M.

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, February 14, 2023, at 3:30 P.M. Please note, this meeting may be held virtually.

### 14. ADJOURNMENT - 5:08 P.M.