

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

Special Meeting Minutes
3:30 P.M., January 31, 2023
Virtual Meeting

SPECIAL MEETING/OPEN SESSION

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

Personnel Commissioners in Attendance

Justin Cunningham
Jeff Charles

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 31, 2023, Personnel Commission Special Meeting.
Public Comments - None
Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the January 31, 2023, Personnel Commission Special Meeting.
Justin Cunningham
Jeff Charles
Passed with two Ayes
4. Approval of the Minutes for the January 10, 2023, Personnel Commission Regular Meeting.
Public Comments- None
Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes of the January 10, 2023, Personnel Commission Regular Meeting.
Justin Cunningham
Jeff Charles
Passed with two Ayes

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments, if any

- A. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Director of Purchasing, Management SR10, Open/Promotional-Dual Certification, effective 01/09/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- B. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 01/11/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- C. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Human Resources Specialist, SR46, Open/Promotional-Dual Certification, effective 01/20/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- D. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Plumber, SR49, Open/Promotional-Dual Certification, effective 01/20/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- E. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Transportation Operations Supervisor, Supervisory SR6, Open/Promotional-Dual Certification, effective 01/23/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with two Ayes

6. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

- A. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Plumber, SR49, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- B. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- C. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- D. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Instructional Assistant - Bilingual, SR31, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- E. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- F. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

Passed with two Ayes

DISCUSSION/INFORMATION ITEMS

7. CLOSED SESSION- The commission convened to closed session per provisions of the Rules & Regulations for the Classified Service.
Public Comments - None
A. Administrative matter relative to commission staff.
8. RECONVENE TO OPEN SESSION
A. Returned from open session at 3:52 p.m., no action taken.
9. ADJOURNMENT – 3:53 P.M.