

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

Regular Meeting Minutes
3:30 P.M., February 14, 2023
Virtual Meeting

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:44 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
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 February 14, 2023 Personnel Commission Regular Meeting.

Public Comments- None

Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the February 14, 2023, Personnel Commission Regular Meeting.

Justin Cunningham
Jeff Charles
John Baird

Passed with Three Ayes

4. Approval of the Minutes for the January 31, 2023, Personnel Commission Special Meeting.

Public Comments - None

Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes of the January 31, 2023, Personnel Commission Special 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 - *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. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for HVAC Technician, SR49, Open/Promotional-Dual Certification, effective 01/30/2023, 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 Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 02/01/2023, 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 Bilingual Parent-Community Liaison (Spanish), SR36, Open/Promotional-Dual Certification, effective 02/06/2023, 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 an Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification, effective 02/06/2023, 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 Continuous Filing Eligibility List for Instructional Assistant - SpEd, SR34, Open/Promotional-Dual Certification, updated 02/07/2023, 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 a Continuous Filing Eligibility List for Instructional/Personal Care Assistant, SR37, Open/Promotional-Dual Certification, updated 02/01/2023, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

7. CLASSIFICATION REVIEWS

Public Comments- None

- A. Moved by JOHN BAIRD, seconded by JEFF CHARLES to revise the job description for Electrician as proposed.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- B. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to revise the job description for HVAC Technician as proposed.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

8. SELECTION OF MEETING SITE FOR PERSONNEL COMMISSION MEETINGS:

Public Comments - None

Effective March 1, 2023, Personnel Commissions must return to in person meetings. Personnel Commission staff recommend holding future meetings at Pacific Trails Middle School until such time as the District Office is available as a meeting location.

Moved by JOHN BAIRD, seconded by JEFF CHARLES, to hold Personnel Commission meetings at Pacific Trails Middle School and if not available, authorizes the Director of Classified Personnel to find an alternate location within the district until such time as the District Office is available and at that meeting have public access through technology.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

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

10. CORRESPONDENCE

Public Comments - None

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, March 14, 2023, at 3:30 P.M.

12. ADJOURNMENT - 4:05 P.M.