

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

Regular Meeting Minutes

3:30 P.M., March 14, 2023

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

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 March 14, 2023 Personnel Commission Regular Meeting.

Public Comments- None

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

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

4. Approval of the Minutes for the February 14, 2023, Personnel Commission Special Meeting.

Public Comments - None

Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the minutes of the February 14, 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 – Tina Peterson (Director of Human Resources) welcomed Matt Coldwell as returning CSEA president.
- C. Public - *None*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Merged Eligibility List for Human Resources Specialist, SR46, Open/Promotional-Dual Certification, updated 02/09/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- B. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Merged Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 02/09/2023, individual eligibility for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- C. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Bilingual Parent-Community Liaison - Mandarin, SR36, Open/Promotional-Dual Certification, effective 02/10/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- D. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 02/14/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- E. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Merged Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 02/16/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- F. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Instructional Assistant-Bilingual, SR31, Open/Promotional-Dual Certification, effective 02/17/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- G. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, effective 02/17/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- H. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Interpreter for the Deaf and Hard-of-Hearing, SR60, Open/Promotional-Dual Certification, effective 02/17/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- I. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Administrative Assistant II, SR40, Open/Promotional-Dual Certification, effective 02/22/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

J. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification, effective 02/23/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

K. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification, effective 02/24/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments- None

A. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Director of Nutrition Services, Management, SR4, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

B. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Grounds Supervisor, Supervisory, SR6, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

C. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Bus Driver Trainer, SR44, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

8. CLASSIFICATION REVIEWS

Public Comments, if any

A. Moved by JEFF CHARLES, second by JOHN BAIRD, to revise the job description for Director of Maintenance & Operations as proposed and to adopt the proposed salary range adjustment.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

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
- D. SDUHSD Classified School Employee of the Year – Susan Gray (Director of Personnel Commission) asked approval from the commissioners to invite the Classified Employee of the Year from each school/department to the May 9, 2023 meeting. The commissioners agreed that will be a nice opportunity to congratulate the individuals.

10. CORRESPONDENCE

Public Comments - None

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, April 11, 2023, at 3:30 P.M.

12. ADJOURNMENT – 3:53 P.M.