

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

Regular Meeting Minutes

3:30 P.M., April 11, 2023

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:30 p.m. by Commissioner JEFF CHARLES.

2. Pledge of Allegiance

Commissioner Charles led the pledge of allegiance

Personnel Commissioners in Attendance

Jeff Charles

John Baird

Justin Cunningham – *Out of town unexpectedly. Attended meeting virtually as a spectator not a voting Personnel Commissioner.*

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 April 11, 2023, Personnel Commission

Regular Meeting.

Public Comments - None

Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to amend and remove Item 8A from the agenda and approve the agenda for the April 11, 2023, Personnel Commission Regular Meeting.

Jeff Charles

John Baird

Passed with Two Ayes

4. Approval of the Minutes for the March 14, 2023, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve the minutes of the April 11, 2023, Personnel Commission Regular Meeting.

Jeff Charles

John Baird

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 - *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. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Custodian SR32, Open/Promotional-Dual Certification, updated 03/10/2023, individual eligibility valid for six months.
Jeff Charles
John Baird
Passed with Two Ayes
- B. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant – Special Education, SR34, Open/Promotional-Dual Certification, updated 03/13/2023, individual eligibility valid for six months.
Jeff Charles
John Baird
Passed with Two Ayes
- C. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Director of Nutrition Services, Management, SR4, Open/Promotional-Dual Certification, effective 03/20/2023, eligibility valid for six months.
Jeff Charles
John Baird
Passed with Two Ayes
- D. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Custodian SR32, Open/Promotional-Dual Certification, updated 03/23/2023, individual eligibility valid for six months.

Jeff Charles
John Baird
Passed with Two Ayes

- E. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Bilingual Parent/Community Liaison-Spanish, SR36, Open/Promotional-Dual Certification, effective 03/27/2023, eligibility valid for six months.

Jeff Charles
John Baird
Passed with Two Ayes

- F. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant - Special Education, SR34, Open/Promotional-Dual Certification, updated 03/28/2023, individual eligibility valid for six months.

Jeff Charles
John Baird
Passed with Two Ayes

- G. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Grounds Supervisor, Supervisory, SR6, Open/Promotional-Dual Certification, effective 03/31/2023, eligibility valid for six months.

Jeff Charles
John Baird
Passed with Two Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

- A. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification.

Jeff Charles
John Baird
Passed with Two Ayes

- B. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Facilities Planning Analyst, SR 62, Open/Promotional-Dual Certification

Jeff Charles
John Baird
Passed with Two Ayes

8. CLASSIFICATION REVIEWS

Public Comments, if any

- A. Motioned by _____, seconded by _____, to revise the job description for Lead Maintenance Worker as proposed. - *Removed from Agenda*

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. PROPOSED 2023-2024 BUDGET REVIEW (First Read)

Public Comments – None

Commissioner Baird suggested looking at the expenses for the CSPCA conference which was held in Monterey in 2021 as the 2024 conference will be held again in Monterey and to adjust the proposed budget allocation if necessary.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

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

11. CORRESPONDENCE

Public Comments - None

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, May 9, 2023, at 3:30 P.M. – *Susan Gray, Director of Classified Personnel advised that we may need to change the May 9, 2023 meeting location because we are celebrating Classified employees of the year. We are working out the logistics.*

13. ADJOURNMENT – 3:49 P.M.