

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

Regular Meeting Minutes

3:30 P.M., May 9, 2023

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:32 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 May 9, 2023 Personnel Commission Regular Meeting.

Public Comments- None

Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the May 9, 2023, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

4. Approval of the Minutes for the April 11, 2023, Personnel Commission Special Meeting.

Public Comments - None

Moved by JEFF CHARLES, seconded by JOHN BEARD, to approve the minutes of the April 11, 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 a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 04/10/2023, individual 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 Instructional Assistant - Sped, SR34, Open/Promotional-Dual Certification, updated 04/11/2023, individual eligibility valid for six months
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- C. Moved with comment by JOHN BAIRD (*Inquired if district was moving forward with interviews with only 1 rank. Susan Gray confirmed that we were.*), seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 04/14/2023, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

D. Moved by JEFF CHARLES, seconded with comment by JOHN BAIRD (*Inquired if district was moving forward with interviews with 2 ranks. Susan Gray confirmed that we were*), to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 04/19/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

E. Moved with comment by JOHN BAIRD (*Inquired if district was moving forward with interviews with 2 ranks. Susan Gray confirmed that we were.*), seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Interpreter for the Deaf and Hard-of-Hearing, SR60, Open/Promotional-Dual Certification, updated 04/27/2023, individual 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. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Administrative Assistant II, SR 40, 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 Campus Supervisor, SR 32, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

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

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

D. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Irrigation Specialist, SR 41, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles
John Baird
Passed with Three Ayes

8. 2023-2024 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL
 - A. Opened Public Hearing
 - B. Called for Public Comment
 - C. Closed Public Comment at 3:42 pm
 - D. Moved by JEFF CHARLES, seconded by JOHN BAIRD to approve the 2023-2024 Personnel Commission Budget as proposed.

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. RECOGNITION OF CLASSIFIED EMPLOYEES OF THE YEAR

The Commission would like to recognize the following site Classified Employees of the Year:

- | | |
|---|----------------------------|
| • Sabrina Reynolds, Secretary | Canyon Crest Academy |
| • Robin Coy, Learning Commons Technician I | Diegueno Middle School |
| • Micah Sambrano, Network Technician | District Office |
| • Holly Warren, Instructional Assistant | Earl Warren Middle School |
| • Melanie Lawson, Administrative Asst. I | Oak Crest Middle School |
| • Maria Simonova, Custodian | La Costa Canyon HS |
| • Silvia Lamont, Nutrition Services Assistant I | Nutrition Services |
| • Vetha Pierce, Administrative Asst. III | Pacific Trails MS |
| • Barbara Richards, Student Health Care Spc. | Requeza Educational Center |
| • Rick Lopez, Campus Supervisor | San Dieguito HS Academy |
| • Tamara Rey, Administrative Asst. IV | Torrey Pines High School |
| • Mercedes Medina, School Bus Driver | Transportation Department |

The Commission would also like to recognize the San Dieguito Union High School District Employee of the Year:

- | | |
|--|-----------------------------|
| • Patti Pike, Administrative Assistant I | Carmel Valley Middle School |
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11. CORRESPONDENCE
Public Comments - None

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, June 13, 2023, at 3:30 P.M.

13. ADJOURNMENT – 3:51 P.M.