

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

**Regular Meeting Minutes**

3:30 P.M., August 8, 2023

**MEETING/OPEN SESSION**

1. Call to Order

The meeting was called to order at 3:43 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

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 August 8, 2023, Personnel Commission Regular Meeting.

*Public Comments - None*

Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the August 8, 2023, Personnel Commission Regular Meeting.

John Baird

Jeff Charles

Passed with Two Ayes

4. Approval of the Minutes for the July 11, 2023, Personnel Commission Regular Meeting.

*Public Comments - None*

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

John Baird

Jeff Charles

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 07/06/2023, individual eligibility valid for six months.  
John Baird  
Jeff Charles  
Passed with Two Ayes
- B. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 07/11/2023, individual eligibility valid for six months.  
John Baird  
Jeff Charles  
Passed with Two Ayes
- C. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 07/11/2023, individual eligibility valid for six months.  
John Baird  
Jeff Charles  
Passed with Two Ayes
- D. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 07/12/2023, individual eligibility valid for six months.  
John Baird  
Jeff Charles  
Passed with Two Ayes
- E. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous

Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 07/12/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- F. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd– Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 07/19/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- G. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual, SR31, Open/Promotional-Dual Certification, updated 07/18/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- H. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd– Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 07/24/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- I. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 07/25/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- J. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Merged Filing Eligibility List for Interpreter for the Deaf and Hard-of-Hearing, SR60, Open/Promotional-Dual Certification, updated 07/25/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- K. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Learning Commons Technician I, SR40, Open/Promotional-Dual

Certification, effective 07/25/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- L. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 07/26/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- M. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 07/28/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- N. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 07/31/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- O. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Executive Assistant, Confidential SR1, Open/Promotional-Dual Certification, effective 08/01/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- P. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/01/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- Q. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 08/02/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

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 Executive Assistant, Confidential, SR1, Open/Promotional-Dual Certification.

John Baird

Jeff Charles

Passed with Two Ayes

- B. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Instructional Assistant – Bilingual Spanish, SR40, Open/Promotional-Dual Certification.

John Baird

Jeff Charles

Passed with Two Ayes

- C. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification.

John Baird

Jeff Charles

Passed with Two Ayes

8. CLASSIFICATION REVIEW (See Supplements)

*Public Comments - None*

- A. Director of Communications– New Classification

Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to adopt the new classification of Director of Communications with the proposed job description and recommended salary range.

John Baird

Jeff Charles

Passed with Two Ayes

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments - None*

- A. 2022-23 Annual Report

- B. Vacancy Report Summary

- C. Vacancy Report

- D. Personnel List Report

- E. Review of Eligibility List Information Provided

10. ASSEMBLY BILL 1699

*Public Comments – None*

John Baird provided update on AB 1699, including status and discussions with CSPCA and bill sponsors.

11. CORRESPONDENCE

*Public Comments - None*

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, September 12, 2023, at 3:30 p.m.

*Susan, Gray, Director of Classified Personnel advised that the meeting location is most likely at Pacific Trails Middle School but would be confirmed.*

13. ADJOURNMENT – 4:45 p.m.