

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

Regular Meeting Minutes

3:30 P.M., September 12, 2023

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:31 p.m. by Commission JUSTIN CUNNINGHAM.

2. Pledge of Allegiance

Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cuning

John Baird

Jeff Charles

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 September 12, 2023, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve the agenda for the September 12, 2023, Personnel Commission Regular Meeting.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

4. Approval of the Minutes for the August 8, 2023, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JOHN BAIRD, second by JEFF CHARLES, to approve the minutes of the August 8, 2023, Personnel Commission Regular Meeting.

Justin Cunningham

John Baird

Jeff Charles

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 –

There were 3 public speakers for non-agenda items.

John Baird

Brooke Barney

Carolyn Kinnare

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments- None

A. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Information Systems Support Technician, SR44, Open/Promotional-Dual Certification, effective 08/04/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

B. 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 08/07/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

C. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 08/11/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- D. 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 08/11/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- E. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/14/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- F. 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 08/16/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- G. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, effective 08/16/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- H. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Campus Supervisor (Full Time), SR32, Open/Promotional-Dual Certification, updated 08/18/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- I. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/18/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- J. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Accounting Assistant - ASB, SR40, Open/Promotional-Dual Certification, effective 08/21/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird

Jeff Charles

Three Ayes

- K. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 08/21/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three 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 08/23/2023, individual eligibility valid for six months

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- M. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/23/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- N. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Korean, SR31, Open/Promotional-Dual Certification, updated 08/25/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- O. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor (Full Time), SR32, Open/Promotional-Dual Certification, updated 08/29/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- P. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Campus Supervisor (Part Time), SR32, Open/Promotional-Dual Certification, updated 08/29/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- Q. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification,

updated 08/30/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- R. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Russian, SR31, Open/Promotional-Dual Certification, updated 08/30/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- S. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 09/05/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- T. 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 09/05/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- U. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 09/05/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three 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 Campus Supervisor, SR32, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- B. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird
Jeff Charles
Three Ayes

- C. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification.

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- D. Motioned by JEFF CHARLES seconded by JOHN BAIRD, to establish a six-month Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification.

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- E. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification.

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- F. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Theater Technician, SR40, Open/Promotional-Dual Certification. Justin

Cunningham
John Baird
Jeff Charles
Three Ayes

- G. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Accounting Assistant - ASB, SR40, Open/Promotional-Dual Certification.

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- H. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- I. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Secretary (Part Time), SR36, Open/Promotional-Dual Certification.

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

8. OUT OF CLASS REPORTS (See Supplements)

Public Comments – There were 5 public speakers for agenda items.

Anne Van Winkle

Tracy Ngo

Marielle Bravo-Saltzman

Carmen Blum

Brooke Barney

Secretary

1. Carolyn Kinnare

2. Marielle Bravo-Saltzman

Motion by JEFF CHARLES, second by JOHN BAIRD, table the reclassification report item until the CAC has reviewed it and makes a recommendation and then we will discuss at the next Personnel Commission meeting.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

9. CLASSIFICATION REVIEW (See Supplements)

Public Comments - None

A. Director of Communications– Revised Job Description

Motion by JOHN BAIRD, second by JEFF CHARLES, to table the job description for Director of Communications as revised and request it go back to the Board.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

11. CORRESPONDENCE

Public Comments - None

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, October 10, 2023, at 3:30 p.m.

13. ADJOURNMENT – 5:51 p.m.