

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

**Regular Meeting Minutes**

3:30 P.M., October 10, 2023

**MEETING/OPEN SESSION**

1. Call to Order

The meeting was called to order at 3:32 p.m. by Commission JUSTIN CUNNINGHAM.

2. Pledge of Allegiance

Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham

John Baird

Jeff Charles

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel

Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the October 10, 2023, Personnel Commission Regular Meeting.

*Public Comments - None*

Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the October 10, 2023, Personnel Commission Regular Meeting.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

4. Approval of the Minutes for the September 12, 2023, Personnel Commission Regular Meeting.

*Public Comments - None*

Motioned by JEFF CHARLES, second by JOHN BAIRD, to approve the minutes of the September 12, 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  
*Carlos Magana*  
*Carmen Blum*
- B. San Dieguito Union High School District  
*Tina Peterson*
- C. Public – None

**ACTION ITEMS (See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

- A. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 09/07/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes
- B. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 09/07/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three 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 09/08/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes

- D. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 09/11/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes
- E. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification, updated 09/12/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes
- F. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 09/15/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes
- G. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant-Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 09/15/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes
- H. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 09/19/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes
- I. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant-Bilingual Chinese, SR31, Open/Promotional-Dual Certification, updated 09/19/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes
- J. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Bus Driver Trainer, SR44, Open/Promotional-Dual Certification, effective 09/19/2023, individual eligibility valid for six months.  
Justin Cunningham

John Baird  
Jeff Charles  
Three Ayes

- K. 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 09/21/2023, individual eligibility valid for six months.

Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes

- L. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 09/25/2023, individual eligibility valid for six months

Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes

- M. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Sp Ed-Behavior Intervention, SE36, Open/Promotional-Dual Certification, updated 09/25/2023, individual eligibility valid for six months.

Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes

- N. 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 09/27/2023, individual eligibility valid for six months.

Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes

- O. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Custodian Floater, SR33, Open/Promotional-Dual Certification, updated 09/28/2023, individual eligibility valid for six months.

Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes

- P. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 09/28/2023, individual eligibility valid for six months.

Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes

- Q. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 09/28/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes
- R. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification, updated 10/02/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes
- S. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd - Behavior Intervention, SR 36, Open/Promotional-Dual Certification, updated 10/02/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes
- T. 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 10/02/2023, individual eligibility valid for six months.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes
- U. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Theater Technician, SR41, Open/Promotional-Dual Certification, updated 10/02/2023, 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 JEFF CHARLES, seconded by JOHN BAIRD to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes

- B. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Nutrition Services Assistant I-Floater, SR26, Open/Promotional-Dual Certification.  
Justin Cunningham  
John Baird  
Jeff Charles  
Three Ayes

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

8. RECLASSIFICATION REQUEST/OUT OF CLASS UPDATE  
*Public Comments – There were 9 public speakers for this agenda item.*  
*Carolyn Kinnare*  
*Tracy Ngo*  
*Anne Van Winkle*  
*Brooke Barney*  
*Marielle Bravo-Saltzman*  
*Carmen Blum*  
*Carlos Magana*  
*Tina Peterson*  
*Lori Wilson*
9. STAFF COMMENTS ON PERSONNEL ACTIVITIES  
*Public Comments - None*  
A. Vacancy Report Summary  
B. Vacancy Report
10. CORRESPONDENCE  
*Public Comments - None*
11. NEXT PERSONNEL COMMISSION MEETING  
The next Regular meeting of the Personnel Commission is scheduled for Tuesday, November 14, 2023, at 3:30 p.m.
12. ADJOURNMENT – 5:45 p.m.