

**San Dieguito Union High School District**  
**PERSONNEL COMMISSION**  
**Regular Meeting Minutes**  
3:30 P.M., December 12, 2023

**MEETING/OPEN SESSION**

1. Call to Order, Commission Chair  
The meeting was called to order 3:53 pm 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  
Barbara Bass, Human Resources Analyst  
Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the December 12, 2023, Personnel Commission Regular Meeting.  
*Public Comments - Ambrose Lark*  
Motion made by JEFF CHARLES to approve the agenda, which died for lack of a second.  
Motion by JEFF CHARLES, seconded by JOHN BAIRD, to approve the agenda but to table Item 9 to follow after Item 8, for the December 12, 2023, Personnel Commission Regular Meeting.  
Justin Cunningham  
John Baird  
Jeff Charles  
Passed with Three Ayes
4. Approval of the Minutes for the November 14, 2023, Personnel Commission Regular Meeting.  
*Public Comments - None*  
Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve the minutes of the November 14, 2023, Personnel Commission Regular Meeting.

Justin Cunningham  
John Baird  
Jeff Charles  
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 - *Ambrose Lark*
- B. San Dieguito Union High School District – *Mary Ann Nuskin*
- C. Public – *John Baird*

**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 a Continuous Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 11/09/2023, individual eligibility valid for six months.

Justin Cunningham  
John Baird  
Jeff Charles  
Passed with Three Ayes

- B. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Merged Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 11/17/2023, individual eligibility valid for six months.

Justin Cunningham  
John Baird  
Jeff Charles  
Passed with Three Ayes

C. 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 11/17/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Passed with Three Ayes

D. 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 11/27/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Passed with Three Ayes

E. 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 11/28/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Passed with Three Ayes

F. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Grounds Maintenance Equipment Operator, SR41, Open/Promotional-Dual Certification, updated 11/30/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Passed with Three Ayes

G. 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 12/04/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Passed with 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 Administrative Assistant II, SR40, 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 Facilities Planning Analyst, SR62, Open/Promotional-Dual Certification.

Justin Cunningham  
John Baird  
Jeff Charles  
Passed with Three Ayes

- C. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Director of Communications, Management, SR2, Open/Promotional-Dual Certification.

Justin Cunningham  
John Baird  
Jeff Charles  
Passed with Three Ayes

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

Justin Cunningham  
John Baird  
Jeff Charles  
Passed with Three Ayes

- E. Motion by JOHN BAIRD, second by JEFF CHARLES, to establish a six-month Eligibility List for Information Systems Support Technician, SR44, Open/Promotional-Dual Certification.

Justin Cunningham  
John Baird  
Jeff Charles  
Passed with Three Ayes

- F. Motioned by JEFF CHARLES, seconded by JOHN BAIRD. to establish an Unranked Eligibility List for Associate Superintendent, Business Services, Salary per Contract, six months eligibility.

Justin Cunningham  
John Baird  
Jeff Charles  
Passed with Three Ayes

8. CLASSIFICATION REVIEW

*Public Comments – There were 6 public speakers for this agenda item.*

*Tracy Ngo*

*Carolyn Kinnare*

*Marielle Bravo-Saltzman*

*Brooke Barney*

*Mary Anne Nuskin  
Carmen Blum*

A. SECRETARY (Job Description Revision)

Motioned by JUSTIN CUNNINGHAM to approve the recommended revisions to the Secretary job description including revision of job title to Department Assistant. Motion died for lack of second.

Commissioner CHARLES requested staff to present possible next steps at future meeting.

*No action taken on Item 8.*

9. OUT OF CLASSIFICATION REPORT

*Public Comments – There were 5 public speakers for this agenda item.*

*Carolyn Kinnare*

*Marielle Bravo-Saltzman*

*Anne Van Winkle*

*Carmen Blum*

*Mary Anne Nuskin*

A. Carolyn Kinnare, Marielle Bravo-Saltzman, Tracy Ngo, Anne Van Winkle

No motion made, motion died for lack of action.

*No action taken on Item 9.*

10. ORGANIZATION OF THE PERSONNEL COMMISSION

*Public comments - None*

A. Election of Chair for the Personnel Commission

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, that JEFF CHARLES be nominated as Chair of the Personnel Commission for 2024.

Justin Cunningham

John Baird

Passed with Two Ayes

Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, that nominations be closed. JEFF CHARLES is elected as Chair of the Personnel Commission for 2024.

Justin Cunningham

John Baird

Passed with Two Ayes

B. Election of Vice-Chair for the Personnel Commission

Motioned by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, that JOHN BAIRD be nominated as Vice-Chair of the Personnel Commission for 2024.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

Motioned by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, that

nominations be closed. JOHN BAIRD is elected as Vice-Chair of the Personnel Commission for 2024.

Justin Cunningham  
Jeff Charles  
Passed with Two Ayes

11. PERSONNEL COMMISSION MEETING CALENDAR – 2024

*Public comments - None*

A. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve the schedule for the regular meetings of the Personnel Commission for 2024 with the inclusion of June 18, 2024 to the proposed Personnel Commission Regular Meeting Schedule.

Justin Cunningham  
John Baird  
Jeff Charles  
Passed with Three Ayes

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

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments - None*

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

13. CORRESPONDENCE

*Public Comments - None*

14. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, January 9, 2024, at 3:30 p.m.

15. ADJOURNMENT – 6:43 P.M.