

San Dieguito Union High School District
PERSONNEL COMMISSION
Regular Meeting Minutes

3:30 P.M., November 14, 2023

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 3:37 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
Barbara Bass, Human Resources Analyst
Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the November 14, 2023, Personnel Commission Regular Meeting.
Public Comments – Carmen Blum, Carlos Magana
Motion by JEFF CHARLES, second by JOHN BAIRD, to approve the agenda for the November 14, 2023 with amending the agenda to postpone items 10 and 11 to the next Personnel Commission Regular Meeting.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
4. Approval of the Minutes for the October 10, 2023, Personnel Commission Regular Meeting.
Public Comments - None
Motion by JOHN BAIRD, second by JEFF CHARLES, to approve the minutes of the October 10, 2023, Personnel Commission Regular Meeting.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes

5. CLOSED SESSION – The commission will convene to closed session per provisions of the Rules & Regulations of Classified Service.

Public Comments- None

- A. Administrative matter relative to commission staff.

6. RECONVENE TO OPEN SESSION

No report of action taken in closed session.

7. 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)

8. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comment – None

Motion by JEFF CHARLES, second by JOHN BAIRD, to consider items 9.A. through 9.T. as a cumulative consent item.

Motion by JEFF CHARLES, second by JOHN BAIRD, to approve items 9.A. through 9.T.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- A. Eligibility List for Campus Supervisor (Part-Time), SR32, Open/Promotional-Dual Certification, updated 10/06/2023, individual eligibility valid for six months.
- B. Continuous Filing Eligibility List for Campus Supervisor SR32, Open/Promotional-Dual Certification, updated 10/06/2023, individual eligibility valid for six months.
- C. Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated 10/06/2023, individual eligibility valid for six months
- D. Eligibility List for Secretary (Part-Time), SR36, Open/Promotional-Dual Certification, effective 10/06/2023, individual eligibility valid for six months.
- E. Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 10/06/2023, individual eligibility valid for six months.
- F. Merged Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, effective 10/06/2023, individual eligibility valid for six months.
- G. Eligibility List for Human Resources Specialist, SR46, Open/Promotional-Dual Certification, effective 10/10/2023, individual eligibility valid for six months.
- H. Merged Eligibility List for Secretary (Part-Time), SR36, Open/Promotional-Dual Certification, effective 10/12/2023, individual eligibility valid for six months.
- I. Continuous Filing Eligibility List for Instructional Assistant Bilingual - Russian, SR31, Open/Promotional-Dual Certification, updated 10/16/2023, individual eligibility valid for six months.
- J. Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 10/16/2023, individual eligibility valid for six months.
- K. Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification, effective 10/17/2023, individual eligibility valid for six months.
- L. Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 10/18/2023, individual eligibility valid for six months.
- M. Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 10/18/2023, individual eligibility valid for six months.
- N. Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 10/18/2023, individual eligibility valid for six months.
- O. Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, effective 10/18/2023, individual eligibility valid for six months.
- P. Eligibility List for Nutrition Services Assistant - Floater, SR26, Open/Promotional-Dual Certification, updated 10/20/2023, individual eligibility valid for six months.
- Q. Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 10/23/2023, individual eligibility valid for six months.

- R. Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 11/02/2023, individual eligibility valid for six months.
- S. Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 11/02/2023, individual eligibility valid for six months.
- T. Merged Eligibility List for Campus Supervisor SR32, Open/Promotional-Dual Certification, updated 10/07/2023, individual eligibility valid for six months.

9. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

- A. Motion by JOHN BAIRD, second by JEFF CHARLES, to establish a six-month Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- B. Motion by JEFF CHARLES, second by JOHN BAIRD, to establish a six-month Eligibility List for Grounds Maintenance Equipment Operator, SR41, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

10. CLASSIFICATION REVIEW – **(POSTPONED)**

Public Comments, if any

- A. SECRETARY (Job Description Revision)

Motion by _____, second by _____, to approve the recommended revisions to the Secretary job description including revision of job title to Department Assistant.

11. OUT OF CLASSIFICATION REPORT - **(POSTPONED)**

Public Comments, if any

- A. Carolyn Kinnare, Marielle Bravo-Saltzman, Tracy Ngo, Anne Van Winkle
Motion by _____, second by _____, to approve the recommendation that the work reported is not outside the duties of the Secretary job classification.

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, December 12, 2023, at 3:30 p.m.

15. ADJOURNMENT – 4:58 p.m.