

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

Regular Meeting Minutes

3:30 PM, March 12, 2024

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:13 p.m. by Commissioner JEFF CHARLES.

2. Pledge of Allegiance

Commissioner Charles led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham

Jeff Charles

John Baird

3. Approval of the Agenda for the March 12, 2024, Personnel Commission Regular Meeting.

Public Comments, if any

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the March 12, 2024, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

4. Approval of the Minutes for the February 13, 2024, Personnel Commission Regular Meeting.

Public Comments, if any

Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the

February 13, 2024, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

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 - *None*
- B. San Dieguito Union High School District – *Tina Peterson, Susan Gray*
- C. Public - *None*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments, if any

- A. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Custodian Floater, SR33, Open/Promotional-Dual Certification, updated 02/08/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- B. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 02/08/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- C. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 02/09/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- D. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 02/12/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- E. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 02/14/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- F. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 02/16/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- G. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 02/27/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- H. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 03/04/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- I. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Communications Coordinator, Management, SR11, Open/Promotional-Dual Certification, updated 03/04/2024, individual eligibility valid for six months.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

- A. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Information Technology (IT) Support Technician, SR51. Open/Promotional-Dual Certification.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

- B. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Executive Assistant, Confidential, SR1, Open/Promotional-Dual Certification.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

- C. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for School Bus Attendant, SR29, Open/Promotional.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

- D. Motioned by JUSTIN CUNNINGHAM, second by JOHN BAIRD, to establish a six-month Eligibility List for Custodian - Floater, SR33, Open/Promotional-Dual Certification.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

- E. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

8. CLASSIFICATION REVIEW

*Public Comments – There were 9 Public Speakers
Marielle Bravo-Saltzman*

*Carolyn Kinnare
Anne Van Winkle
Carlos Magana
John Baird
Ambrose Lark
Carmen Blum
Mary Anne Nuskin
Matthew Colwell*

A. New Classification – Registrar I

Commissioner BAIRD questioned whether this item was agendized in accordance with the Brown Act. Commissioner BAIRD also questioned whether this item was a “new classification” or whether it was a “reclassification.”

Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to postpone 8A to next month for the purpose of recommending strongly that the CAC give them the ability to go the next meeting to advocate their position.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. TRANSFER OF CLASSIFIED EMPLOYEES

Public Comments – There were 3 public speakers.

Tim Snedeker

Carmen Blum

Jose Castrellon

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, April 9, 2024, at 3:30 p.m.

13. ADJOURNMENT – 6:16 p.m.