

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

Regular Meeting Minutes

3:30 PM, April 9, 2024

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:43 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

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 April 9, 2024, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the April 9, 2024, Personnel Commission Regular Meeting with moving Discussion Item 1 to follow Public Comments, Item 5.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

4. Approval of the Minutes for the March 12, 2024, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the March 12, 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 - *Ambrose Lark*
- B. San Dieguito Union High School District – *Tina Peterson*
- C. Public – *John Baird*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to approve a Continuous Filing Eligibility List for Instructional Assistant-SpEd, SR34, Open/Promotional-Dual Certification, updated 03/07/2024, 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 Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 03/08/2024, 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, SR34, Open/Promotional-Dual Certification, updated 03/12/2024, 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 an Eligibility List for School Bus Attendant, SR29, Open/Promotional, updated 03/12/2024, 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 Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 03/13/2024, 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 (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated 03/14/2024, 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/Personal Care Assistant - SpEd, SR37, Open/Promotional-Dual Certification, updated 03/15/2024, 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 Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 03/18/2024, 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 Information Technology (IT) Support Technician, SR51, Open/Promotional, updated 03/19/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- J. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 03/21/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- K. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 03/22/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- L. 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 03/25/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- M. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 03/28/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- N. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 03/28/2024, 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 JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

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

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

1. RECLASSIFICATION REQUEST UPDATE – SECRETARIES SUPPORTING MIDDLE SCHOOL COUNSELING OFFICE

Public Comments – 2 Speakers

*Carloyn Kinnare
Tracy Ngo*

2. TRANSFER OF CLASSIFIED EMPLOYEES

Public Comments – Carmen Blum

- a. CSPCA Model Merit Rules
- b. AB 2088

3. PROPOSED 2024-2025 BUDGET REVIEW (First Read)

Public Comments - None

4. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

- a. Vacancy Report Summary
- b. Vacancy Report
- c. Personnel List Report

5. CORRESPONDENCE

Public Comments - None

6. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, May 14, 2024, at 3:30 p.m.

7. ADJOURNMENT - 4:56 p.m.