

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

Regular Meeting Minutes

4:15 PM, May 14, 2024

MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 4:21 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 May 14, 2024, Personnel Commission Regular Meeting.
Public Comments, if any
Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the May 14, 2024, Personnel Commission Regular Meeting.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
4. Approval of the Minutes for the April 9, 2024, Personnel Commission Regular Meeting.
Public Comments, if any
Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the April 9, 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 - *None*
- 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/Personal Care Assistant - SpEd, SR37, Open/Promotional-Dual Certification, updated 04/10/2024, 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 an Eligibility List for Executive Assistant, Confidential, SR1, Open/Promotional-Dual Certification, updated 04/15/2024, 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 Custodian, SR32, Open/Promotional-Dual Certification, updated 04/17/2024, 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 Nutrition Services Assistant - Floater, SR26, Open/Promotional-Dual Certification, updated 04/17/2024, 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 Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 04/17/2024, 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 04/22/2024, 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 an Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification, updated 04/22/2024, 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 Custodian, SR32, Open/Promotional-Dual Certification, updated 04/23/2024, 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 a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 04/23/2024, 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 an Eligibility List for Systems Integration Analyst, SR60, Promo Only, updated 04/24/2024, 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 – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 04/25/2024, 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 Custodian - Floater, SR33, Open/Promotional-Dual Certification, updated 04/26/2024, 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 an Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, updated 04/29/2024, 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 an Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, updated 05/01/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- O. 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 05/01/2024, individual eligibility valid for six months.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

- P. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Korean, SR31, Open/Promotional-Dual Certification, updated 05/02/2024, 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 Custodial Supervisor I, Supervisory, SR5, Promo Only.

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 Systems Integration Analyst, SR60, Promo Only.

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 Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

- D. 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 Three Ayes

E. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Nutrition Services Supervisor, Supervisory, SR4, Promo Only.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

F. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Secretary - (part time), SR36, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

G. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

8. JOB DESCRIPTION REVISION – INSTRUCTIONAL ASSISTANT – BILINGUAL
Public Comments – Carmen Blum

Motioned by JUSTIN CUNNINGHAM and seconded JEFF CHARLES to adopt the proposed revisions to the Instructional Assistant – Bilingual Job Description, including adopting the proposed title change to Instructional Assistant – Multilingual Learners.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

9. 2024-2025 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL

A. Open Public Hearing

B. Call for Public Comment

C. Close Public Comment

D. Motion by John Baird, second by Justin Cunningham, to approve the 2024-2025 Personnel Commission Budget as proposed.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

10. Personnel Commission Calendar

Public Comment - None

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to schedule the Personnel Commission June meeting to June 25, 2024.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

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

Public Comments – 6 Speakers

Carolyn Kinnare

Anne Van Winkle on behalf of Tracy Ngo

Ambrose Lark

Marielle Bravo-Saltzman

Carlos Magana

Brooke Barney

12. LEGISLATIVE UPDATE - AB 2088

Public Comments – None

13. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

14. CORRESPONDENCE

Public Comments - None

15. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, June 25, 2024, at 3:30 p.m.

16. ADJOURNMENT – 6:58 p.m.