

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

Regular Meeting Minutes

3:30 PM, June 25, 2024

MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 3:30 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 June 25, 2024, Personnel Commission Regular Meeting.
Public Comments - None
Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the June 25, 2024, Personnel Commission Regular Meeting.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
4. Approval of the Minutes for the May 14, 2024, Personnel Commission Regular Meeting.
Public Comments - None
Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes of the May 14, 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 - *None*

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 School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 05/02/2024, 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 Custodial Supervisor I, Supervisory, SR5, Promo Only, updated 05/07/2024, 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 Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 05/07/2024, 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 Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 05/08/2024, 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 Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated 05/13/2024, 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, SR34, Open/Promotional-Dual Certification, updated 05/13/2024, 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 Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 05/16/2024, 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/Personal Care Assistant - SpEd SR37, Open/Promotional-Dual Certification, updated 05/17/2024, 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 Campus Supervisor, SR32,

Open/Promotional-Dual Certification, updated 05/20/2024, 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 Custodian, SR32, Open/Promotional-Dual Certification, updated 05/21/2024, 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 an Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, updated 05/21/2024, 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 an Eligibility List for Facilities Planning Analyst, SR62, Open/Promotional-Dual Certification, updated 05/23/2024, 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 Nutrition Services Supervisor, Supervisory, SR4, Promo Only, updated 05/24/2024, 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 Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated 06/03/2024, 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, SR34, Open/Promotional-Dual Certification, updated 06/03/2024, 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/Personal Care Assistant - SpEd SR37, Open/Promotional-Dual Certification, updated 06/03/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- Q. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 06/04/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- R. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, updated 06/04/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- S. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Network Technician, SR57, Promo Only, updated 06/10/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- T. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification, updated 06/11/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- U. 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 06/12/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- V. 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 06/12/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- W. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification, updated 06/13/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- X. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Locksmith, SR47, Open/Promotional-Dual Certification, updated 06/13/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- Y. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Administrative Assistant III, SR42, Open-Promotional/Dual Certification, updated 06/17/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- Z. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification, updated 06/17/2024, 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 - None

- A. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Locksmith, SR47, 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 Director of Student Information Services, Management, SR4, Promo Only.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- C. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Network Technician, SR57, Promo Only.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- D. Motioned by JOHN BAIRD, second by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Administrative Assistant I, SR38, Open/Promotional – Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- E. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Administrative Assistant II, SR40, Open/Promotional – Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- F. 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

G. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Facilities Planning Analyst, SR62, Open/Promotional – Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

H. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, 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

I. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Plumber, SR49, Open/Promotional – Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

8. PERSONNEL COMMISSION CALENDAR

Public Comment - None

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to schedule the Personnel Commission July meeting to Monday, July 29, 2024.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

- A. Hiring Event Update
- B. Vacancy Report Summary
- C. Vacancy Report
- D. Personnel List Reports

10. CORRESPONDENCE

Public Comments - None

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Monday, July 29, 2024, 3:30 p.m.

12. ADJOURNMENT – 3:59 pm