

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

Regular Meeting Minutes

3:30 PM, July 29, 2024

MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 3:42 p.m. by Commissioner JOHN BAIRD.
2. Pledge of Allegiance
Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham
John Baird

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel
Barbara Bass, Human Resources Analyst

3. Approval of the Agenda for the July 29, 2024, Personnel Commission Regular Meeting.
Public Comments - None
Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the July 29, 2024, Personnel Commission Regular Meeting.
John Baird
Justin Cunningham
Passed with Two Ayes
4. Approval of the Minutes for the June 25, 2024, Personnel Commission Regular Meeting.
Public Comments - None
Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes of the June 25, 2024, Personnel Commission Regular Meeting.
John Baird
Justin Cunningham
Passed with Two 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 an Eligibility List for Director of Student Information Services, Management, SR4, Promo Only, updated 06/21/2024, individual eligibility valid for six months.
John Baird
Justin Cunningham
Passed with Two Ayes
- B. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Nutrition Services Assistant - Floater, SR26, Open/Promotional-Dual Certification, updated 06/25/2024, individual eligibility valid for six months.
John Baird
Justin Cunningham
Passed with Two Ayes
- C. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Administrative Assistant II, SR40, Open/Promotional-Dual Certification, updated 06/28/2024, individual eligibility valid for six months.
John Baird
Justin Cunningham
Passed with Two Ayes
- D. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 07/01/2024, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- E. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Administrative Assistant I, SR38, Open/Promotional-Dual Certification, updated 07/08/2024, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- F. 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 07/09/2024, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- G. 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 07/10/2024, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- H. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 07/10/2024, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- I. 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 07/15/2024, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- J. 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 07/15/2024, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- K. 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 07/16/2024, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- L. Motioned by JUSTIN CUNNNGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 07/19/2024, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments- None

- A. Motioned by JUSTIN CUNNNGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Health Technician, SR32, Open/Promotional – Dual Certification.

John Baird

Justin Cunningham

Passed with Two Ayes

- B. Motioned by JUSTIN CUNNNGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for School Plant Supervisor – High School, SR41, Promo Only.

John Baird

Justin Cunningham

Passed with Two Ayes

- C. Motioned by JUSTIN CUNNNGHAM, seconded by, to establish a six-month Eligibility List for Custodian, SR32, Open/Promotional – Dual Certification.

John Baird

Justin Cunningham

Passed with Two Ayes

8. JOB DESCRIPTION REVISION

Public Comment - None

- A. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to adopt the proposed revisions to the Van Driver – Student Transportation Job Description, including adopting the proposed title change to School Bus Driver Trainee.

John Baird

Justin Cunningham Passed with Two Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary

B. Vacancy Report

10. CORRESPONDENCE

Public Comments - None

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, September, 10, 2024 at 3:30 p.m.

12. ADJOURNMENT – 4:10 p.m.