

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

Regular Meeting Agenda

*3:30 P.M., May 11, 2021
Virtual Meeting*

PUBLIC COMMENTS

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the commission on any item of interest to the public, before or during the commission's consideration of the item.

If you wish to speak regarding an item on the agenda, we request that you email the Director of Classified Personnel at susan.dixon@sduhsd.net by 3:00pm the day of the meeting or, when meetings are conducted at the District Office, complete a speaker slip located at the entrance to the meeting room prior to the start of the meeting. We request that you include your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In accordance with Government Code §54954.2(3), 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 commission 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 body 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.

Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website. If you are unable to access the agenda packet on the website, please email susan.dixon@sduhsd.net to receive a copy.

RECORDING OF PERSONNEL COMMISSION MEETINGS

All meetings of the Personnel Commission are audio and/or video recorded for record keeping purposes. Individuals may request the audio recording by emailing the director at susan.dixon@sduhsd.net after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room. When meetings are conducted virtually, please mute your computer audio until you have been called to speak.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491 x5543. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

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

Regular Meeting Agenda

3:30 P.M., May 11, 2021

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the May 11, 2021, Personnel Commission Regular Meeting.

Public Comment, if any

Motion by _____, second by _____, to approve the agenda for the May 11, 2021, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the April 13, 2021, Personnel Commission Regular Meeting.

Public Comment, if any

Motion by _____, second by _____, to approve the minutes for the April 13, 2021, Personnel Commission Regular Meeting.

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
- B. San Dieguito Union High School District
- C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
Public comments, if any
 - A. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List For Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 4/30/21, individual eligibility for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED
Public comments, if any
 - A. Motion by _____, second by _____, to establish a six-month Eligibility List for Registrar, SR 40, Open/Promotional.
 - B. Motion by _____, second by _____, to establish a six-month Eligibility List for Director of Maintenance & Operations, SR M4, Open/Promotional-Dual Certification.
 - C. Motion by _____, second by _____, to establish a six-month Eligibility List for Lead Vehicle and Equipment Mechanic, SR52, Open/Promotional-Dual Certification. (Reposting)

8. CLASSIFICATION REVIEW
Student Health Care Specialist and Athletic Trainer
Public comments, if any
 - A. Motion by _____, second by _____, to recommend to the SDUHSD Board of Education reallocation of the classification of Student Health Care Specialist from Range 38 to Range 40 of the Classified Salary Schedule.
 - B. Motion by _____, second by _____, to establish a new classification of Athletic Trainer and approve the job description as presented.
 - C. Motion by _____, second by _____, to recommend to the SDUHSD Board of Education allocating the classification of Athletic Trainer to Range 42 of the Classified Salary Schedule.

9. 2021-2022 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL
 - A. Open Public Hearing
 - B. Call for Public Comment
 - C. Close Public Hearing
 - D. Motion by _____, second by _____, to approve the 2021-2022 Personnel Commission Budget as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. RULES & REGULATIONS FOR THE CLASSIFIED SERVICE
Public comments, if any

The commissioners will discuss whether revisions to existing rules are warranted. A specific rule that will be discussed is 4.3 C. which states that, “Promotional examinations shall be restricted to permanent employees of the

District.” Other rules may also be discussed. If a decision is made to pursue modifying a rule, there will be a first reading of the revised rule at a subsequent meeting followed by a second reading at a later meeting.

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

- A. Vacancy Report
- B. Personnel List Report
- C. Other

12. CORRESPONDENCE – None at time of agenda posting

Public Comments, if any

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 8, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

14. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, April 13, 2021
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by Commission Chair JEFF CHARLES

2. PLEDGE OF ALLEGIANCE

Commissioner Charles led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird
Jeff Charles
Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst

3. APPROVAL OF THE AGENDA FOR THE April 13, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the April 13, 2021, Personnel Commission Regular Meeting.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

4. APPROVAL OF THE MINUTES FOR THE March 9, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the March 9, 2021, Personnel Commission Regular Meeting.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
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-April Llamas commented that although every spring is overwhelming (e.g. enrollment) this spring is especially challenging because of the extra work involved with COVID-19 and more students returning to campus.
- B. San Dieguito Union High School District-District administration was unavailable to attend; Director Dixon, on behalf of District administration, thanked all classified staff for their on-going efforts to keep things running as smooth as possible. Within the HR Department, she thanked Jennifer Laity, the HR Technician responsible for processing the very long list of coaches on the Personnel List Report.
- C. Public-None

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual certification, updated 3/05/21, individual eligibility for six months.

Commissioner Baird asked why this list appeared twice this month when it has appeared recently. Director Dixon explained that the list is continuous filing and that the exam is administered and the list updated frequently to ensure there are always three ranks available for any assignment. These are part-time positions and candidates often only want to be considered for certain sites or specific hours, which is not the case with classifications with 40 hour per week positions.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Contracts Analyst, SR 62, Open/Promotional-Dual Certification, effective 3/10/21.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- C. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification, effective 3/15/21. *Commissioner Baird questioned whether Secretary should be promotional only. Director Dixon's response included an explanation that candidates who are on initial probation in*

the District are not permitted to apply for promotional only opportunities per the Rules & Regulations for Classified Service. Commissioner Baird asked that this topic be placed on next month's agenda for discussion. Director Dixon will provide a copy of the eligibility list designating the source of candidates (open/promotional) to the commissioners and President Llamas since the list included in the packet did not specify the source.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- D. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Student Health Care Specialist, SR 38, Open/Promotional-Dual Certification, effective 3/17/21.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- E. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for HVAC Technician, SR 49, Open/Promotional-Dual Certification, effective 3/24/21.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- F. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 3/29/21, individual eligibility for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- G. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Severe, SR 36, Open/Promotional, updated 3/29/21, individual eligibility for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- H. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, effective 3/29/21.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye
Passed with three Ayes

- I. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification, effective 4/02/21.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- J. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Lead Vehicle and Equipment Mechanic, SR 52, Open/Promotional, effective 4/06/21.

This item was tabled while PC staff researched previous meeting minutes to see the interview process that was agreed to when fewer than three ranks are on an eligibility list. The commissioners came back to this item once the step-by-step process was located in the 6/13/17 meeting minutes. Commissioner Baird withdrew the motion to table the item.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Student Health Care Specialist, SR38, Open/Promotional-Dual Certification.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification.

Commissioner Baird asked why this wasn't posted as promotional only. Director Dixon explained that recruitments are posted promotional only when there is reason to believe there will be a sufficient pool of internal applicants (e.g. minimum of three employees in lower-level classifications in the same job family) to warrant promotional only.

John Baird-No
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with two Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. PROPOSED 2021-2022 BUDGET REVIEW (First Read)

Public Comments-None

Director Dixon shared the proposed budget, an explanation of the budget line items and informed the commissioners that the District had reviewed and is in support of the budget as presented. The commissioners did not suggest any changes to the proposed budget. It was announced that the public hearing for the 2021-2022 PC budget will be held at the next regularly scheduled PC meeting, May 11, 2021.

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

- A. Vacancy Report
- B. Personnel List Report
- C. Other

10. CORRESPONDENCE-

Public Comments- None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 11, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

12. ADJOURNMENT – 5:07 P.M.

San Dieguito Union High School District
 Personnel Commission
Instructional Assistant Special Education - Non-Severe
 Eligibility List - Continuous Filing
 Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.

Scores are merged each time the exam is administered.

Updated On: 4/30/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
6386677	1	10/22/2021
4510805	2	10/30/2021
3244001	2	7/25/2021
6410051	3	9/29/2021
397776	3	10/30/2021
6412801	4	7/4/2021
6399294	4	7/4/2021
6349800	5	9/29/2021
1533724	5	9/29/2021
6425039	6	8/16/2021
3829076	6	7/25/2021
1015111	7	7/25/2021
2429353	8	9/5/2021
3721348	9	7/4/2021
2208784	10	9/29/2021
6393681	11	5/19/2021

S. Dixon



Board of Trustees
 Michael Allman
 Ty Humes
 Melisse Mossy
 Maureen "Mo" Muir
 Katrina Young

Interim Superintendent
 Lucile Lynch

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 Telephone (760) 753-6491
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Classified Personnel Commission
 John Baird, Commissioner
 Jeff Charles, Commissioner
 Justin Cunningham, Commissioner
 Susan Dixon, Director

Classification Review Report	
Classifications	Student Health Care Specialist (SHCS) Athletic Trainer (AT)
Classification Type	Classified
Salary Range	SHCS, Range 38 proposed increase to Range 40 AT, Range 42 proposed
Submission to Classification Advisory Committee	April 20, 2021
Submission to Personnel Commission	May 11, 2021
Agenda Item	Classification Reviews

Background Information

The Board of Trustees has requested the establishment of a classification to provide prevention and treatment of student athlete injuries. Until now, this service has been contracted to a third party. Personnel Commission staff has met with District administration to learn about the vision for the classification and has prepared a proposed job description with input from District and school site staff responsible for overall supervision of the sports program.

The proposed job description and salary recommendation is attached for your review.

In addition, in reviewing the appropriate salary allocation for Athletic Trainer, it was discovered that the classification of Student Health Care Specialist is not appropriately allocated when considering its internal alignment to classifications within the District. The focus of the initial salary allocation when the classification was established in 2019 relied primarily on salaries of similar classifications in our comparison districts. This, in combination with recruiting challenges, supports a reallocation of the classification.

Sources of Information

- Deputy Superintendent, Mark Miller
- Director of Pupil Services, Laura Strachan
- Athletic Director Torrey Pines, Charlenne Falcis Stevens
- Assistant Principal, Katie Bendix
- Joint Powers Authority, San Diego County Office of Education
- Comparable districts in San Diego County

Salary Compensation Review

District	Range	Job Title	Minimum	Maximum	Classifications on the same range in comparison district
Carlsbad USD	29	Athletic Trainer	26.16	31.8	Lead Payroll Tech, Senior Buyer
Escondido UHSD	35	Athletic Trainer	21.79	29.2	Benefits Tech, Payroll Tech, Workers Comp Risk mgmt spec, personnel Tech II
Grossmont UHSD		no comparison			
Oceanside USD	27	Athletic Trainer	21.4	27.38	Performing Arts Tech, Campus Security Officer, Between Buyer & Payroll Tech
Poway USD	34	Athletic Trainer	21.92	26.7	School Admin Asst MS, Accounting Tech
Ramona USD	30	Athletic Trainer	20.81	25.67	Lead Bus Driver, Secretary V to MS Prin
San Marcos USD	66	Athletic Trainer/Equipment Manager	23.78	30.43	Bus Driver Trainer, CNS Area Supervisor 68, Acct Tech 63
Sweetwater USD		no comparison			
Vista USD	52	Athletic Trainer	22.31	30	Fiscal Services Tech, Payroll Tech, Interpreter/Translator
		Average	22.60	28.74*	Range 39 based on mean of salary comparisons; Range 42-44 based on other districts value to unrelated positions. *The highest step of the average base rate of pay is utilized for external salary comparisons.

The standard practice used for the last several years when allocating new classifications to the district salary schedule has been to place the new classification at the range which ensures the salary is at least as high as the

average of our comparison districts (e.g. the range that's closest to the average without being less than the average). Likewise, when updating existing job descriptions and conducting corresponding salary studies, the practice has been to make a recommendation for salary reallocation upward only if our rate is not at the average rate of pay or higher of our comparison districts. In conducting salary surveys over the last five years, SDUHSD's rate of pay has consistently been at or above the average rate of pay which suggests that generally speaking, our classified salaries are above the average rate of pay of our comparison districts.

There are several factors that suggest that the standard practice used since 2015 for salary recommendations should be expanded in the case of two recommendations presented in this report: allocation of the new classification of Athletic Trainer as well as reallocation of the existing classification of Student Health Care Specialist.

The classification of Student Health Care Specialist was established in December of 2019 and placed on our salary schedule using the average hourly rate of pay of our comparison districts. In retrospect, more consideration should have been given to determining the appropriate salary relationship between Student Health Care Specialist (nursing license required) and Health Technician by examining the differential between these two types of assignments in other districts. Challenges with recruiting further support the need for salary reallocation. We have conducted four recruitments since the classification was established and have regularly extended the filing deadline; however, we still have one position that remains vacant. Although there is often a shortage of licensed nurses, our recruiting efforts could be assisted by having a rate of pay which is more competitive. The District plans to continue hiring Student Health Care Specialists to serve the medical needs of all students with an eventual plan to have more than the current four positions. A more competitive salary will assist with meeting these staffing needs. Our Rules & Regulations for the Classified Service specify that a classification may be reviewed when the district has difficulty recruiting and retaining qualified employees. Furthermore, the rules state that salary recommendations shall be based on internal evaluation in addition to rates outside the District. The challenge experienced in recruiting combined with the initial lack of appropriate consideration of internal alignment supports a recommendation that the District reallocate the classification of Student Health Care Specialist from Range 38 to Range 40.

The classification of Athletic Trainer is also in the health field. Like licensed nursing designations, the minimum education requirements for individuals to perform the body of work are mandated by a regulatory agency. Current requirements for Athletic Trainer include completion of a bachelor's degree program and passing a national board exam. It is expected that in the future, certification will require completion of a master's degree program. In an effort to maintain internal alignment and have a classification plan that places each classification in a logical order, the classification of Athletic Trainer should be allocated higher than Student Health Care Specialist since it requires a bachelor's degree (four year standard) to obtain certification to work in the field whereas a minimum qualification to work as a Student Health Care Specialist is completion of an LVN program which is typically up to two years. The pay differential between a licensed vocational nurse and athletic trainer in our comparison districts varies considerably from district to district; however, the general practice is Athletic Trainers are paid a higher rate.

Lastly, to help determine the proper internal alignment of Athletic Trainer within our own classification plan, the relationship of Athletic Trainer to other classifications at our comparison districts was examined to see which classifications in those districts were evaluated at the same rate of pay as their Athletic Trainer. It should be noted that in our comparison districts, an Athletic Trainer is generally paid the same as classifications SDUHSD has allocated to Range 42 or higher on our salary schedule. For example, some comparison districts pay their Athletic Trainers on the same range as their School Administrative Assistants Middle School and Accounting Technicians which are Range 42 in our District.

While the "going rate" of an assignment in our comparison districts should be considered as an important part of salary reviews and recommendations, in the case of Athletic Trainer the average rate of pay does not align with the existing salary structure of our current classification plan. Allocation of Athletic Trainer to Range 42 takes into consideration the appropriate differential between classifications within this job family (Health Technician and

Student Health Care Specialist), the placement at a range that comparison districts see as properly paid compared to other classifications within their district, and the significant minimum qualification requirements. The recommendation is not meant to set a precedent as to how the district should pay in relation to other districts; its intent is to ensure that the classification is correctly placed within our classification plan, the pay is consistent with the minimum qualifications required, and the pay is sufficiently competitive to attract a qualified pool of applicants to staff four new positions.

Recommendation

It is recommended that the Personnel Commission recommend to the SDUHSD Board of Education reallocating the classification of Student Health Care Specialist from Range 38 to Range 40 of the Classified Salary Schedule. It is recommended that the classification of Athletic Trainer be established as a new classification and the job description be approved as proposed.

It is recommended that the Personnel Commission recommend to the SDUHSD Board of Education that the classification of Athletic Trainer be allocated to Range 42 of the Classified Salary Schedule.

Vote by Committee Members, Reallocate Student Health Care Specialist from Range 38 to Range 40:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA		Debbie Kelly, Admin
Yes	Margy Lara, CSEA		Marley Nelms, Admin
Yes	April Llamas, CSEA		Tina Peterson, Admin

Vote by Committee Members, Establish a classification of Athletic Trainer and approve attached job description:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Yes	Debbie Kelly, Admin
Yes	Margy Lara, CSEA	Yes	Marley Nelms, Admin
Yes	April Llamas, CSEA	Yes	Tina Peterson, Admin

Vote by Committee Members, Allocate Athletic Trainer to Range 42 of the Classified Salary Schedule:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	No	Debbie Kelly, Admin
Yes	Margy Lara, CSEA	Yes	Marley Nelms, Admin
Yes	April Llamas, CSEA	No	Tina Peterson, Admin

ATHLETIC TRAINER

JOB SUMMARY

Under the supervision of the Assistant Principal and guidance and direction from the Athletic Director, the Athletic Trainer provides assistance to student athletes in the prevention, evaluation, care and rehabilitation of athletic injuries.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Athletic Trainer may perform any combination of the following:

- Attend team practices and home and offsite sporting events to provide treatment services.
- Evaluate student injuries, determine and perform appropriate treatment methods.
- Identify, evaluate and provide immediate first aid in response to athletic injuries and medical emergencies. Contact emergency medical services, parents, district administration as necessary.
- Develop and implement individualized rehabilitation programs for injured students.
- Assist students with specialized therapeutic exercises; perform demonstrations and guide students in proper exercise techniques.
- Perform a variety of taping, strapping and bandaging to prevent or reduce the chance of injury, or to aid in the injury rehabilitation process.
- Counsel and advise student athletes on exercises to strengthen, stretch, and develop muscles and body structure.
- Apply treatments to relieve soreness, strains, and bruises.
- Operate a variety of first aid, therapeutic and adaptive equipment, use ultrasound and muscle stimulation and devices; maintain equipment in proper working condition, make minor repairs or refer for service as needed.
- Implement physician instructions related to physical therapy and consult with medical personnel in determining appropriate course of treatment for injured students. Assist in determining if rehabilitated students are ready for return to athletic activities.
- Assist in the administration of medical clearance procedures.
- Collaborate with the athletic department at the start of each season to assist with the athlete medical clearance process.
- Communicate with students, parents, district personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to assignment.
- Attend coaches and parent meetings for meet & greet/sharing of general information as needed.
- Inspect and ensure safety of athletic equipment, uniforms, and facilities; identify and provide recommendations for resolving hazards that could cause injuries.
- Plan, organize, and coordinate the transportation and care of athletic safety equipment, supplies and materials for off-campus events.
- Assist in ordering, storing, issuing and maintaining inventory of supplies, protective equipment and equipment used in first aid and treatment of athletic injuries.
- Maintain records related to student injuries, treatments, and progress; prepare student injury reports.
- Maintain work environment in a clean, safe and orderly condition.

ATHLETIC TRAINER

- Attend a variety of in-services and other training functions as directed or approved.
- May oversee and provide direction to students in an Athletic Trainer program.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles, practices, procedures, techniques and equipment used in the prevention, treatment and rehabilitation of athletic injuries.
- Symptoms of various athletic injuries and appropriate methods of treatment.
- Medical practices, procedures and terminology related to athletic training.
- General human anatomy and physiology including skeletal, muscular and nerve systems.
- Application of a variety of first aid, therapeutic and adaptive equipment and procedures.
- Safety guidelines and regulations in athletic and therapeutic activities.
- Individualized rehabilitation and reconditioning techniques and procedures for injured students.
- First aid, CPR and other medical emergency procedures.
- Record-keeping and report preparation techniques.

ABILITY TO:

- Use first aid, therapeutic and adaptive equipment and techniques in the prevention, treatment and rehabilitation of athletic injuries.
- Identify symptoms of various athletic injuries and appropriate methods of treatment.
- Develop and implement individualized rehabilitation, therapeutic and reconditioning programs for injured students.
- Identify, evaluate and provide immediate first aid in response to athletic injuries.
- Attend athletic practices and events as assigned; consult with Assistant Principal and Athletic Director to determine priorities.
- Establish and maintain cooperative and effective working relationships with others.
- Respect the privacy and confidentiality of information.
- Communicate effectively in oral and written form.
- Maintain records and produce reports related to student athletic injuries and treatment.

EDUCATION AND EXPERIENCE

A bachelor's degree in athletic training, kinesiology, sports science, physical therapy or closely related major and one year of experience providing first aid, preventative and rehabilitative treatment to athletes.

DISTINGUISHING CHARACTERISTICS

The Athletic Trainer provides preventative services, emergency care, therapeutic intervention and rehabilitation of injuries to student athletes. Positions in this classification do not have a set work schedule; work hours will vary depending on athletic events with a substantial amount in the afternoon and evening. Weekend work may be necessary. Weekly work schedules will be developed as soon as possible after team practice and event schedules are finalized.

Differentiation between Athletic Trainer and positions above and below are distinguished as follows:

ATHLETIC TRAINER

The **District Nurse** serves in an advisory/supervisory capacity in all matters relating to district health programs. The assignment requires a valid California Registered Nurse License as well as a California School Nurse Services Credential.

The **Student Health Care Specialist** provides specialized health care services and procedures to support students' medical and health needs. The assignment requires a valid California nursing license (LVN or RN).

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

CERTIFICATES

Valid National Athletic Trainers Association certification.

Valid First Aid and Adult CPR certification from an accredited organization.

Valid California driver license.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Climbing/balancing; lift students weighing more than 100 lbs. at waist height and carrying up to 30 feet, with assistance and devices provided; pushing/pulling.
Occasionally	Lifting up to 50 lbs. and carrying up to 20 feet (equipment and supplies); handling/simple grasping; reach at, above, and below shoulder; twisting back, neck flexion/rotation.

CLASSIFIED

ATHLETIC TRAINER

Occasionally/Frequently

Sitting; standing; walking; fingering/fine manipulation; kneeling; squatting/crouching; stooping/bending.

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to monitor students and to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Potential exposure to bodily fluids and blood borne pathogens. Possible exposure to adverse weather conditions.

STUDENT HEALTH CARE SPECIALIST

JOB SUMMARY

The Student Health Care Specialist provides specialized health care services and procedures. The Student Health Care Specialist is an itinerant position and may perform assigned duties at school sites, during student transportation or at offsite locations based upon student needs. Employees in this classification report to special education and school site administrators and also receive direction from District Nurses.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The may perform any combination of the following under the direction of a supervisor:

- Administers first aid and specialized medical treatment as needed following District protocols, physician's orders, and best practices. Tasks may include but are not limited to: tracheotomy and oral suctioning, catheterization, oxygen administration, nebulizer treatments, vital sign monitoring, and gastronomy tube feedings.
- Implements and maintains specialized health and personal care procedures to ensure students health and personal care needs are met.
- Administers medication (oral, injectable, rectal) according to physician's prescription or parent directive.
- Monitors students for health changes or concerns.
- Evaluates situations, determines best course of action and follows through on necessary steps to best meet the needs of students.
- Contacts parents, care providers and medical personnel as required.
- Completes required forms and documents services as required; communicates information as appropriate.
- Completes required forms and documents services as required.
- Compiles, enters and verifies data and produces reports.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Reports instances of suspected child abuse or neglect as well as student use of nicotine, illegal drugs or alcohol.
- Applies and clearly explains District and worksite policies and procedures.
- Assists Health Technicians as needed including covering assignments during absences and assisting Health Technicians in the performance of their duties during peak work periods.
- Accompanies students to and from school or other school-related activities in District-provided transportation to address potential medical or health issues.
- Maintains a clean and sanitary work environment.
- Attends job-related trainings as needed or directed.
- Travels to multiple school sites to perform assigned duties.
- Performs other job-related duties as assigned.

STUDENT HEALTH CARE SPECIALIST **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

KNOWLEDGE OF:

- Current nursing practices and procedures.
- Operation of specialized medical equipment.
- Health and safety regulations including universal precautions.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, calendars, and email.
- Correct English usage.
- Basic business writing.

ABILITY TO:

- Administer appropriate first aid and medical treatment.
- React appropriately in emergency situations.
- Keep up-to-date with emerging practices and techniques in the medical treatment field.
- Compose basic written communications.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.
- Travel to and from multiple school sites to meet student medical needs.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with completion of an accredited nursing licensing program. One year of related experience is required.

DISTINGUISHING CHARACTERISTICS

The **Student Health Care Specialist** provides specialized health care services and procedures to support students' medical and health needs.

STUDENT HEALTH CARE SPECIALIST

Differentiation between Student Health Care Specialist and positions above and below are distinguished as follows:

The **District Nurse** serves in an advisory/supervisory capacity in all matters relating to district health programs. The assignment requires a valid California registered Nurse License as well as a California credential in Health and Development or Designated Services with a specialization in Health.

The **Health Technician** provides support in meeting the health needs of students, documenting and maintaining student information required by federal, state, and local agencies, and providing appropriate care and/or referral for ill or injured students as may be required. It is a non-licensed assignment.

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

LICENSES AND CERTIFICATES

A valid California Licensed Vocational Nurse or Registered Nurse license. Valid CPR/First Aid Certificate. Valid Class C California Driver’s License.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

- Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom	Climbing/balancing on step stools; lift students weighing more than 100 lbs. at waist height and carrying up to 30 feet, with assistance and devices provided; pushing/pulling students in wheelchairs; kneeling; squatting/crouching; stooping/bending.
Occasionally	Lifting up to 10 lbs. and carrying up to 20 feet (supplies); handling/simple grasping; reach at, above, and below shoulder; twisting back, neck flexion/rotation.
Occasionally/Frequently	Sitting; standing; walking; fingering/fine manipulation.

STUDENT HEALTH CARE SPECIALIST

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. The condition/functioning of some students may expose the incumbent to behavior that includes biting, hitting, bolting away, and/or abusive language. There is also potential for exposure to bodily fluids and biohazardous materials.



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Classified Personnel Commission
John Baird, Commissioner
Jeff Charles, Commissioner
Justin Cunningham, Commissioner
Susan Dixon, Director

May 11, 2021

TO: Personnel Commission
FROM: Susan Dixon
Director of Classified Personnel
SUBJECT: Agenda Item #9, Public Hearing - Proposed Personnel Commission Budget for 2021-22

Education Code 45253 and the Rules and Regulations for the Classified Service provide that the Personnel Commission shall prepare and adopt an annual budget for the Commission operations. The budget must be prepared for a public hearing prior to May 30 of each year. The Personnel Commission cannot take action to adopt its budget prior to a public hearing of the budget. At the April 13, 2021 Personnel Commission meeting, the Director presented the proposed budget. The commissioners did not suggest any revisions to the proposed budget. At the April 13, 2021 Personnel Commission meeting, it was announced that the public hearing for the 2021-22 Personnel Commission budget was set for May 11, 2021 at the regularly scheduled Personnel Commission meeting.

Subsequent to the April 13, 2021 meeting, the Director was notified by Finance Department staff that several object codes have been consolidated. For our budget, this change represents elimination of Object Code 4300003 for Classified Employee Recognition. The \$150 budgeted in that object code has been transferred to Budget Code 4300000.

Two spreadsheets of the proposed budget are included in this packet. Both spreadsheets contain the same data; however, the first has been reformatted from what was received from Finance for ease of readability.

The Director of Classified Personnel met with Finance staff to review each budget line item prior to presenting this budget on April 13, 2021. Both the Associate Superintendent of Business Services and the Director of Fiscal Services stated they had no concerns with the proposed budget.

Each line of the proposed Personnel Commission budget is explained below:

“Cert Board Members Salary” is the line to be used for a commissioner’s meeting stipend if the commissioner is a certificated employee. This line will be used to compensate Commissioner Cunningham. Based on past experience, I am proposing funding 18 meetings; 12 regular meetings and six special meetings in case of hearings or other needs.

“Benefits” is automatically calculated with an Excel formula provided by the Finance Department. This item line appears twice; once for certificated and again for all classified. The actual cost will be slightly higher than the amount reflected here and will be adjusted for the May revision. We have been notified that the unemployment rate is increasing from a .05% to 1.23% due to COVID.

“Class Superv & Admin Salaries” is the line for the Director’s salary. As noted previously, the Management Salary Schedule now includes the District Credit for benefits.

“Class Board Members Salary” is the line to be used for a commissioner’s meeting stipend if the commissioner is a classified employee (anyone who did not retire from STRS). This line will be used to compensate Commissioners Baird and Charles. As noted above, I am proposing allowing for 18 meetings; 12 regular meetings and six special meetings if necessary.

“Clerical and Office Salaries” is the line for the Human Resources Analyst’s and Technician’s salary.

“Clerical Overtime Wages” is funded in the event commission-based work exceeds normal work hours. We have not had a need to utilize these funds this year, as staff has opted for compensatory time when testing or commission meetings run past the normal workday. Overtime should be maintained in the event this changes. The proposed amount is the same as previous year’s budgets.

“Clerical-Extra Help” is sometimes used to compensate District employees who serve as subject matter experts on Qualifying Appraisal Interviews during school breaks. We have used this twice during the past year when we were unable to secure a rater during the regular work calendar. The proposed amount is the same as last year’s budget.

“Benefits” is displayed again to show the total for all classified staff. As referenced earlier, the cost for benefits is based on a formula provided by Finance. The cost for previous years’ benefits expense does not display on the budget worksheets. As such, when comparing the “Personnel Commission Total” displayed on the bottom right corner of the spreadsheet with the previous total, it appears to be considerably higher although it is not.

“Materials and Supplies” remains the same as last year. In some years, this budget has been higher because we have had known costs such as ipads and keyboards for test administration. Please note: the money budgeted for “Classified Employee Recognition” has been transferred to this object code due to the consolidation of object codes.

“Refreshments” has been used to provide our Qualifications Appraisal Interview (QAI) and performance exam panel members with lunch. Due to administering virtual exams this year, we did not incur any expenses this fiscal year. We project the same volume of recruiting to occur in the coming fiscal year as we experienced the past couple of years and anticipate some of the performance exams and QAIs will be conducted in-person. As presented last year, we learned that the refreshment budget may also need to be utilized to purchase lunch for those providing services at a hearing so the budget allows for that potential expense as well. Leucadia Pizza in Encinitas is utilized for lunch service as they offer delivery and have a variety of items at reasonable prices.

“Classified Employee Recognition” is utilized for the May celebration event. The proposed budget is the same as this current year. Last year we were not able to have an in-person celebration; this may be the

case again this year. This past year, and potentially for this current year, the money was/will be used for individual personal recognition. Please note: this object code was consolidated by the Finance Department and the money transferred to “Materials and Supplies.”

“Non-Capitalized Tech Equipment” - we have no anticipated expenses this year.

“Conference, Workshops, and Seminars” - the primary expense for this budget line is attendance at the California School Personnel Commission Association (CSPCA) annual conference. There was not a conference held this current fiscal year (usually held in late January/early February). It is anticipated there will be a conference this coming fiscal year; however, no details have been provided as of yet. While the dollar amount for attendance at this conference fluctuates each year depending on location and the associated cost of transportation and accommodations, each year we budget the maximum amount which may be necessary in any given year that would allow the commissioners and director to attend this event to ensure it remains properly funded.

In addition to the conference, these funds can be used for staff members and commissioners to attend the Merit Academy and for commission staff to attend test development and classification trainings sponsored by professional organizations such as WRIPAC.

“Mileage” is proposed to remain at \$500, the amount consistent with previous years.

“Dues and Memberships” is budgeted the same as last year. Agencies to which we belong include the Cooperative Organization for the Development of Employee Selection Procedures (CODESP, testing materials, \$2,300), California School Personnel Commissioners Association (CSPCA, \$800), and CSPCA-San Diego (our local chapter, \$50). Fifty excess dollars above known costs is budgeted in the event of a fee increase.

“Rents & Leases” and “Copy Charges” are directly related as they cover our copier machine lease and the associated cost of each copy/scan. The Personnel Commission contributes 1/3 the cost of the machine used by the Human Resources Department (1/3 is paid by Certificated Personnel, 1/3 is paid by HR Operations). It’s hard to anticipate this expense for the coming year; however, we’ve had no indication that fees or usage will increase. The Personnel Commission staff continues to move towards paperless processes whenever possible.

“Professional/Consult Services” was not budgeted in previous years; however, last year we started funding this budget when we learned that costs for services associated with appeal hearings are paid out of this budget (e.g. court reporter, translator). The 2021-22 proposed budget takes into account the possibility of hearings with associated costs. Based on expenses incurred in a recent year, approximately \$3,200 per day for court reporting/interpreting, the request is to budget \$10,000.

“Legal Expenses” has once again been budgeted based on the highest year’s expense from recent history. While the amount spent each year fluctuates considerably, the practice is to allocate funding which would allow for legal services for several issues should the need arise. At the start of the fiscal year, the total amount budgeted has typically been encumbered in a purchase order. As services are provided, money is moved from the encumbered column to the expense column. We will leave half the money unencumbered so as to be able to select an attorney from a legal firm to serve as a hearing officer or if the commission has a need to select its own counsel.

“Computer Licensing” had not been utilized for a number of years; however, last year we contracted with Eskill to have an online candidate testing platform. We will be renewing our service agreement for the 2021-22 fiscal year.

“Advertising” - approximately half of this expense (\$915) is for the use of Edjoin as our online application system. We anticipate the cost for the use of Edjoin next fiscal year to be similar but have not yet been billed. The remaining amount is used each year as needed depending upon recruiting needs. We regularly post ads on Craigslist as well as in local publications or with specific trade publications. We have also purchased an advertising package with Government Jobs in past years and may do so again. The proposed budget for 2021-22 is the same as the current year.

“Communications-Postage” has been used to send certified or registered mail. The proposed amount is consistent with past years.

Object Description	2020-21 Budget	2020-21 Expenses	2020-21 Encumbrances & Pre-Encumbrances	2020-21 Remaining Balance	2021-22 Budget
Cert Board Members Salary	900	400	200	300	900
Benefits					202
Class Superv & Admin Salaries	135,263	90,175	45,088	0	150,292
Class Board Members Salary	1,800	800	400	600	1,800
Clerical And Office Salaries	151,050	100,271	50,793	(14)	151,050
Clerical Overtime Wages	1,500	0	0	1,500	1,500
Clerical-Extra Help	500	0	0	500	500
Benefits					100,712
Materials And Supplies	1,350	0	0	1,350	1,500
Refreshments	950	0	0	950	950
Classif.Empl.Recognition	0	0	0	0	0
Non-Capitalized Tech Equipment	0	0	0	0	0
Conference,Workshop,Sem.	5,400	0	0	5,400	5,400
Mileage	500	0	0	500	500
Dues And Memberships	3,200	3,150	0	50	3,200
Rents & Leases	3,000	1,362	1,222	416	3,000
Copy Charges	2,000	292	716	992	2,000
Professional/Consult Svs	10,000	453	0	9,547	10,000
Legal Expense	14,275	0	0	14,275	14,275
Computer Licensing	0	4,500	0	(4,500)	5,000
Advertising	2,100	945	0	1,155	2,100
Communications-Postage	25	0	0	25	25
	333,813	202,349	98,419	33,045	454,906

**2020-2021 Budget
Personnel Commission**

Resource Description	Resource	Goal	Func	Object	Site	Oper Unit	Object Description	2020-21 Budget	2020-21 Expenses	2020-21 Encumbrances & Pre-Encumbrances	2020-21 Remaining Balance	2021-22 Budget	NOTES
Human Resources													
PERSONNEL COMMISSION													
0100	0000641	0000	7490	1900001	016	001	Cert Board Members Salary	900	400	200	300	900	
				3xxx			Benefits					202	
0100	0000641	0000	7490	2300000	016	001	Class Superv & Admin Salaries	135,263	90,175	45,088	0	150,292	
0100	0000641	0000	7490	2300001	016	001	Class Board Members Salary	1,800	800	400	600	1,800	
0100	0000641	0000	7490	2400000	016	001	Clerical And Office Salaries	151,050	100,271	50,793	(14)	151,050	
0100	0000641	0000	7490	2400056	016	001	Clerical Overtime Wages	1,500	0	0	1,500	1,500	
0100	0000641	0000	7490	2400058	016	001	Clerical-Extra Help	500	0	0	500	500	
				3xxx			Benefits					100,712	
0100	0000641	0000	7490	4300000	016	001	Materials And Supplies	1,350	0	0	1,350	1,500	
0100	0000641	0000	7490	4300012	016	001	Refreshments	950	0	0	950	950	
0100	0000641	0000	7490	4300013	016	001	Classif.Empl.Recognition	0	0	0	0	0	
0100	0000641	0000	7490	4400009	016	001	Non-Capitalized Tech Equipment	0	0	0	0	0	
0100	0000641	0000	7490	5200020	016	001	Conference,Workshop,Sem.	5,400	0	0	5,400	5,400	
0100	0000641	0000	7490	5200030	016	001	Mileage	500	0	0	500	500	
0100	0000641	0000	7490	5300000	016	001	Dues And Memberships	3,200	3,150	0	50	3,200	
0100	0000641	0000	7490	5600002	016	001	Rents & Leases	3,000	1,362	1,222	416	3,000	
0100	0000641	0000	7490	5600008	016	001	Copy Charges	2,000	292	716	992	2,000	
0100	0000641	0000	7490	5800001	016	001	Professional/Consult Svs	10,000	453	0	9,547	10,000	
0100	0000641	0000	7490	5800004	016	001	Legal Expense	14,275	0	0	14,275	14,275	
0100	0000641	0000	7490	5800008	016	001	Computer Licensing	0	4,500	0	(4,500)	5,000	
0100	0000641	0000	7490	5800010	016	001	Advertising	2,100	945	0	1,155	2,100	
0100	0000641	0000	7490	5900002	016	001	Communications-Postage	25	0	0	25	25	
PERSONNEL COMMISSION Total								333,813	202,349	98,419	33,045	454,906	
Personnel Commission Total								333,813	202,349	98,419	33,045	454,906	

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 5/04/21

Classified Personnel

15 current/pending vacancies in 10 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
EWMS	AN206	Custodian	40	1.00	Selection interview May
PTMS	AN207	Custodian	40	1.00	Selection interview May
LCC	AN209	Custodian	40	1.00	Selection interview May
CCA	AN210	Custodian	40	1.00	Selection interview May
FAC	NEW	Director of Maintenance	40	1.00	Recruitment in progress
FAC	AN057	Grounds/Maintenance Worker II	40	1.00	Recruitment in progress
FAC	AN703	Grounds/Maintenance Worker II	40	1.00	Recruitment in progress
COAST	AN149	Instructional Assistant SpEd- Severe	27.5	68.75	Recruitment in progress
TPHS	AG369	Instructional Assistant SpEd- Severe	30	0.75	Recruitment in progress
TRANS	AA555	Lead Vehicle & Equipment Mechanic	40	1.00	Recruitment in progress
DG Café	AI917	Nutrition Services Assistant I	12.5	0.31	Recruitment in progress
SDA	AA084	Registrar	40	1.00	Recruitment in progress
TPHS	AA093	Secretary	40	1.00	Selection interview May
TRANS	AB960	School Bus Driver	20	0.50	Recruitment in progress
Itinerant-South	AM890	Student Health Care Specialist	40	1.00	Recruitment in progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Coaches**, employment for the 2020-21 school year per attached supplement through 06/30/21.
2. **Barney, Brooke**, Secretary, SR36, 100% FTE, Oak Crest Middle School, effective 04/12/2021.
3. **Go, Arlene**, HR Technician, SR42, 100% FTE, District Office-Human Resources Department, effective 03/29/2021.
4. **Markovic, Maja**, Student Health Care Specialist, SR38. 100.00% FTE, Torrey Pines High School, effective 04/12/2021.
5. **Medina, Laura**, Contracts Analyst, SR62, 100% FTE, District Office-Purchasing Department, effective 04/01/2021.
6. **Solis Pacheco, Cesar**, Campus Supervisor, SR32, 100% FTE, Earl Warren Middle School, effective 03/15/21.
7. **Ruiz Valerio, Samantha**, Campus Supervisor, SR32, 100% FTE, Canyon Crest Academy, effective 04/01/2021.

Change in Assignment

1. **Miller, Carie**, from Health Technician, SR35, 100% FTE, Torrey Pines High School, to Receptionist, SR32, 100% FTE, Torrey Pines High School, effective 03/22/2021.

Leave of Absence

1. **Diaz, Nicholas**, Instructional Assistant-SpEd (BI), SR36, 75% FTE, Pacific Trails Middle School, requests a 100.00% Unpaid Leave of Absence, effective 03/08/21 through 06/11/21.

Resignation

1. **Bostwick, Linda**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, San Dieguito High School Academy, effective 03/19/21.
2. **Brent, Ryan**, Campus Supervisor, SR32, 100.00% FTE, San Dieguito High School Academy, effective 03/05/21.
3. **Busch, Jacqueline**, Campus Supervisor, SR32, 100.00% FTE, Canyon Crest Academy, resignation for the purpose of retirement, effective 03/31/21.
4. **Daymude, David**, Nutrition Services Transporter I, SR27, 34.38% FTE, San Dieguito High School Academy, effective 03/15/21.
5. **Maki, Camilla**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School, effective 03/04/21.
6. **Sabin, Bridget**, Registrar, SR40, 100% FTE, San Dieguito High School Academy, resignation for the purpose of retirement, effective 07/30/21.
7. **Sherman, Adriana**, Secretary, SR36, 100.00% FTE, Torrey Pines High School, resignation for the purpose of retirement, effective 03/31/21.

Classified Personnel Supplement April 22, 2021

Coaches

Canyon Crest Academy Certificated

1. **Austin, Holly**, Girl's Lacrosse, Varsity Assistant, effective 03/08/2021
2. **Baum, Brian**, Boy's Basketball, Varsity Head, effective 03/08/2021
3. **Dickinson, Kathryn**, Girl's Soccer, Varsity Assistant, effective 03/08/2021
4. **Lockhart, Thomas Jr.**, Boy's Soccer, Varsity Head, effective 03/08/2021
5. **Mikkonen, Ryan**, Baseball, Varsity Head, effective 03/08/2021
6. **Reeve, Meredith**, Boy's Track, Varsity Assistant, effective 03/08/2021

Canyon Crest Academy Walk-On

1. **Allen, Blake**, Boy's Soccer, Varsity Head, effective 03/08/2021
2. **Bernabei, Jason**, Boy's Basketball, Freshmen Head, effective 03/15/2021
3. **Bigrigg, Michael**, Wrestling, Varsity Head, effective 03/08/2021
4. **Blackman, Larry**, Boy's Basketball, Varsity Assistant, effective 03/08/2021
5. **Cuatok, Luis**, Girl's Volleyball, Varsity Head, effective 03/08/2021
6. **Davis, Taylor**, Boy's Lacrosse, Varsity Assistant, effective 03/08/2021
7. **Favor, Matthew**, Girl's Soccer, Varsity Head, effective 03/08/2021
8. **Fleming, Ryan**, Boy's Basketball, Varsity Assistant, effective 03/08/2021
9. **Garcia, Adan**, Wrestling, Varsity Assistant, effective 03/08/2021
10. **Gladden, Frank**, Baseball, Freshmen Head, effective 03/08/2021
11. **Gotta, Nicholas**, Baseball, Varsity Assistant, effective 03/08/2021
12. **Husovsky, Gillian**, Girl's Lacrosse, Junior Varsity Head, effective 03/08/2021
13. **Kraszweski, Gabrielle**, Girl's Lacrosse, Varsity Head, effective 03/08/2021
14. **Lee, Paul**, Girl's Basketball, Varsity Head, effective 03/08/2021
15. **Liu, Oscar**, Badminton, Varsity Head, effective 03/08/2021
16. **Malott, Matthew**, Baseball, Varsity Assistant, effective 03/08/2021
17. **McCollum, Scott**, Boy's Water Polo, Varsity Head, effective 03/08/2021
18. **McCollum, Scott**, Girl's Water Polo, Varsity Head, effective 03/08/2021
19. **Michaels, Ryan**, Boy's Basketball, Junior Varsity Head, effective 03/08/2021
20. **Owens, Amaia**, Girl's Lacrosse, Junior Varsity Assistant, effective 03/08/2021
21. **Simpson, Austin**, Baseball, Junior Varsity Head, effective 03/08/2021
22. **Torres, Jose**, Girl's Soccer, Junior Varsity Head, effective 03/08/2021
23. **West, David**, Baseball, Varsity Assistant, effective 03/08/2021
24. **Yoeun, Charley**, Girl's Volleyball, Junior Varsity Assistant, effective 03/08/2021
25. **Ziamba, Lisa**, Girls Track, Varsity Assistant, effective 03/08/2021

La Costa Canyon High School Certificated

1. **Brubaker, Mark**, Boy's Volleyball, Varsity Head, effective 03/08/2021
2. **Brubaker, Mark**, Track, Junior Varsity Assistant, effective 03/08/2021
3. **Buth, Dwayne**, Wrestling, Varsity Head, effective 03/08/2021
4. **Cassaw, David**, Boy's Basketball, Varsity Head, effective 03/08/2021
5. **Christoff, Anne**, Girl's Basketball @ 50%, Varsity Assistant, effective 03/08/2021
6. **Eichlin, Caitlin**, Girl's Basketball, Varsity Head, effective 03/08/2021
7. **Happ, Justin**, Football, Varsity Assistant, effective 03/08/2021
8. **Machado, Justin**, Baseball, Varsity Head, effective 03/08/2021
9. **Stewart, John**, Boy's Volleyball, Junior Varsity Head, effective 03/08/2021
10. **Witzman, Adam**, Track, Junior Varsity Assistant, effective 03/08/2021

La Costa Canyon High School Walk-On

1. **Alvarez, Jimmy Jr.**, Girl's Basketball, Junior Varsity Head, effective 03/18/2021
2. **Balderas, Jose**, Baseball @75%, Junior Varsity Head, effective 03/08/2021
3. **Barroso Palomo, Jose**, Baseball @ 60%, Freshmen Head, effective 03/08/2021
4. **Bowen, Bryne**, Football, Varsity Assistant, effective 03/08/2021
5. **Brouker, Katherine**, Girl's Volleyball, Junior Varsity Head, effective 03/08/2021
6. **Burke, Edward IV**, Baseball, Varsity Assistant, effective 03/08/2021
7. **Connelly, Michael**, Football @ 50%, Varsity Assistant, effective 03/08/2021
8. **Cooper, Aiden**, Boy's Soccer, Freshmen Head, effective 03/11/2021
9. **Cooper, Kevin**, Boy's Lacrosse, Varsity Head, effective 03/08/2021
10. **Dean, Craig**, Boy's Soccer, Varsity Head, effective 03/08/2021
11. **Dixon, Christopher**, Wrestling, Junior Assistant, effective 03/08/2021
12. **Durfee, Nolan**, Football @ 50%, Freshmen Assistant, effective 03/08/2021
13. **Dutton, Jonathan**, Baseball @ 50%, Varsity Assistant, effective 03/08/2021
14. **Frausto, Sebastian**, Boy's Basketball @50%, Freshmen Head, effective 03/08/2021
15. **Frausto, Sebastian**, Football, Varsity Assistant, effective 3/08/2021
16. **Gurly, Trent**, Boy's Soccer, Varsity Assistant, effective 03/08/2021
17. **Henry, Hannah**, Girl's Volleyball, Freshmen Head, effective 03/08/2021
18. **Hill, Jason**, Baseball @ 50%, Varsity Assistant, effective 03/08/2021
19. **Johnson, David**, Girl's Volleyball, Varsity Assistant, effective 03/08/2021
20. **Jordan, Taylor**, Girl's Soccer, Freshmen Head, effective 03/08/2021
21. **Mallory, Taylor**, Girl's Basketball @ 50%, Varsity Assistant, effective 03/25/2021
22. **Mays, Thomas**, Boy's Basketball, Junior Varsity Head, effective 03/08/2021
23. **McNaught-Davis Hess, Michaela**, Gymnastics, Varsity Head, effective 03/08/2021
24. **Moore, Damon**, Girl's Track, Junior Varsity Head, effective 03/08/2021
25. **Morrissey, Ryan**, Girl's Soccer, Varsity Head, effective 03/08/2021
26. **Morris, Christopher**, Boy's Volleyball, Varsity Assistant, effective 03/08/2021
27. **Morris, Rachel**, Girl's Volleyball, Varsity Head, effective 03/08/2021
28. **Morrison, Robert**, Boy's Lacrosse, Varsity Assistant, effective 03/08/2021
29. **Nutter, Patricia**, Softball, Junior Varsity Assistant, effective 03/08/2021
30. **Otten, Ryan**, Football @ 50%, Junior Varsity Assistant, effective 03/08/2021
31. **Owens, Erica**, Girl's Soccer, Varsity Assistant, effective 03/08/2021
32. **Parlier, Timothy**, Football, Varsity Assistant, effective 03/08/2021
33. **Paulsen, Mark**, Baseball @ 25%, Junior Varsity Head, effective 03/08/2021
34. **Ramirez, Michael**, Wrestling, Junior Assistant, effective 03/08/2021
35. **Rich, Joshua**, Football @ 50%, Varsity Assistant, effective 03/08/2021
36. **Samaniego, Corrie**, Girl's Soccer, Junior Varsity Head, effective 03/08/2021
37. **Simmons, Ryan**, Boy's Lacrosse, Varsity Assistant, effective 03/08/2021
38. **Solomon, Kimara**, Girl's Tennis, Varsity Head, effective 03/08/2021
39. **Strange, Colin**, Boy's Lacrosse, Junior Varsity Head, effective 03/08/2021
40. **Teisher, Griffin**, Baseball @ 40%, Freshmen Head, effective 03/10/2021
41. **Wilcox, Lindsey**, Girl's Lacrosse, Junior Varsity Head, effective 03/08/2021
42. **Witzman, Nicholas**, Football @ 50%, Freshmen Assistant, effective 03/08/2021
43. **Wright, Rachel**, Softball, Varsity Head, effective 03/08/2021

San Dieguito Academy Certificated

1. **Brown, Darrin**, Girl's Volleyball, Junior Varsity Head, effective 03/08/2021
2. **De Jesus, Vicki**, Girl's Basketball, Junior Varsity Head, effective 03/08/2021
3. **Fletes, Leo Jr.**, Baseball, Varsity Assistant, effective 03/08/2021
4. **Gibson, Ty**, Boy's Basketball, Varsity Assistant, effective 03/08/2021
5. **Pecoraro, John**, Baseball, Varsity Assistant, effective 03/08/2021
6. **Raschke, William**, Girl's Volleyball, Varsity Head, effective 03/08/2021
7. **Reitz, Daniel**, Baseball, Varsity Assistant, effective 03/08/2021

San Dieguito Academy Walk-On

1. **Corrao, Salvatore**, Softball, Varsity Head, effective 03/08/2021
2. **Eustace, Joshua**, Girl's Soccer, Junior Varsity Head, effective 03/08/2021
3. **Fletes, Carlos**, Baseball, Varsity Head, effective 03/08/2021
4. **Gonzalez Aguilar, Sergio**, Boy's Soccer, Freshmen Head, effective 03/08/2021
5. **Grah, Gunnar**, Boy's Volleyball, Junior Varsity Head, effective 03/08/2021
6. **Hoff, Taylor**, Boy's Volleyball, Varsity Assistant, effective 03/08/2021
7. **Holguin, Jay**, Boy's Lacrosse, Varsity Assistant, effective 03/08/2021
8. **Jackson, Willie**, Boy's Basketball, Varsity Assistant, effective 03/08/2021
9. **Kaczmarek, Charles**, Girl's Lacrosse, Varsity Head, effective 03/08/2021
10. **Kennedy, Marian**, Girl's Lacrosse, Junior Varsity Head, effective 03/08/2021
11. **Kling, Scott**, Boy's Water Polo, Varsity Head, effective 03/08/2021
12. **Oberhand, Jake**, Boy's Basketball, Junior Varsity Head, effective 03/10/2021
13. **Pardo, David**, Baseball, Junior Varsity Head, effective 03/08/2021
14. **Pardo, Matthew**, Baseball, Freshmen Head, effective 03/23/2021
15. **Peck, Brian**, Boy's Basketball, Freshmen Assistant, effective 03/08/2021
16. **Popping, Joshua**, Boy's Basketball, Freshmen Head, effective 03/12/2021
17. **Ragan, John Jr.**, Girl's Volleyball, Freshmen Head, effective 03/08/2021
18. **Ramirez, Alexia**, Girl's Basketball, Varsity Assistant, effective 03/08/2021
19. **Shuldberg, Sara**, Girl's Lacrosse, Varsity Assistant, effective 03/08/2021
20. **Smithy, Aubree**, Girl's Basketball, Varsity Head, effective 03/08/2021
21. **Stewart, Jason**, Boy's Basketball, Varsity Head, effective 03/08/2021
22. **Thaisz, Richard**, Boy's Lacrosse, Varsity Head, effective 03/08/2021
23. **Wilson, Raymond**, Boy's Volleyball, Varsity Head, effective 03/08/2021
24. **Zeglen, Brian**, Softball, Junior Varsity Head, effective 03/08/2021

Torrey Pines High School Certificated

1. **Chodorow, Suzanne**, Cheerleading, Varsity Head, effective 03/08/2021
2. **Moore, Jonathan**, Softball, Varsity Head, effective 03/08/2021
3. **Neubauer, Julia**, Softball, Varsity Assistant, effective 03/08/2021
4. **Overman, Morgan**, Girl's Basketball, Varsity Head, effective 03/08/2021
5. **Wickman, Ryland**, Softball, Varsity Head, effective 03/08/2021

Torrey Pines High School Walk-On

1. **Acacio, Reynaldo**, Cheerleading, Junior Varsity Head, effective 03/08/2021
2. **Adams, Melissa**, Girl's Volleyball, Varsity Assistant, effective 03/08/2021
3. **Billmeyer, Alli**, Track @25%, Junior Varsity Assistant, effective 03/08/2021
4. **Bowman, Lindsay**, Field Hockey, Varsity Assistant, effective 03/08/2021
5. **Brown, Martin**, Wrestling, Varsity Assistant, effective 03/08/2021
6. **Carranza, Jose Angel**, Boy's Soccer, Junior Varsity Head, effective 03/08/2021
7. **Castillo, Casey**, Girl's Volleyball, Freshmen Head, effective 03/08/2021
8. **Castro, Jacob**, Girl's Water Polo, Varsity Head, effective 03/08/2021
9. **Chu, York**, Boy's Tennis, Varsity Head, effective 03/15/2021
10. **Ciancimino, James**, Football, Varsity Assistant, effective 03/08/2021
11. **Connors, Kelly**, Girl's Lacrosse, Varsity Assistant, effective 03/08/2021
12. **Diaz, Nicholas**, Boy's Basketball, Junior Assistant, effective 03/08/2021
13. **Doster, Austen**, Boy's Lacrosse, Varsity Assistant, effective 03/08/2021
14. **Fanitin, David**, Baseball, Freshmen Head, effective 03/08/2021
15. **Flannery, Cailin**, Field Hockey, Junior Varsity Assistant, effective 03/08/2021
16. **Forester, Hayley**, Girl's Lacrosse, Junior Varsity Head, effective 03/08/2021
17. **Harrison, Dax**, Football, Varsity Assistant, effective 03/08/2021
18. **Jasper, Stephen**, Boy's Volleyball, Freshmen Head, effective 03/08/2021

Torrey Pines High School Walk-On (continued)

19. **Jimenez, Griffin**, Boy's Basketball, Freshmen Head, effective 03/08/2021
20. **Kuchta, Nathan**, Baseball, Varsity Assistant, effective 03/08/2021
21. **Lee, Wes Sr.**, Wrestling, Junior Varsity Head, effective 03/08/2021
22. **Malo, Sarah**, Cheerleading, Assistant Coach, effective 03/08/2021
23. **Mapes, Chelsea**, Girl's Lacrosse, Varsity Assistant, effective 03/08/2021
24. **McDonald, Kayla**, Field Hockey, Junior Varsity Assistant, effective 03/08/2021
25. **McEntee, Tanner**, Boy's Basketball, Varsity Assistant, effective 03/08/2021
26. **McLevie-Whatnall, Karen**, Girl's Basketball, Varsity Assistant, effective 03/08/2021
27. **Miller, Hannah**, Girl's Volleyball, Junior Varsity Head, effective 03/08/2021
28. **Moore, Brian**, Girl's Track, Junior Varsity Assistant, effective 03/08/2021
29. **Nguyen, Kaye**, Gymnastics, Varsity Head, effective 03/08/2021
30. **O'Neil, Dave**, Boy's Lacrosse, Varsity Assistant, effective 03/08/2021
31. **Olive, John**, Boy's Basketball, Varsity Head, effective 03/08/2021
32. **Rubacky, Nicholas**, Boy's Volleyball, Varsity Head, effective 03/08/2021
33. **Simis, Thomas**, Baseball, Varsity Head, effective 03/08/2021
34. **Sullivan, Brandon**, Football, Varsity Assistant, effective 03/19/2021
35. **Tower, Roger**, Wrestling, Varsity Head, effective 03/08/2021
36. **Wall, Erin**, Girl's Soccer, Varsity Assistant, effective 03/08/2021
37. **Wilson, John**, Boy's Lacrosse, Junior Varsity Head, effective 03/17/2021
38. **Winterfeldt, Brian**, Boy's Lacrosse, Varsity Assistant, effective 03/08/2021
39. **Zissi, Jono**, Boy's Lacrosse, Varsity Head, effective 03/08/2021