

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

Regular Meeting

3:30 P.M., April 24, 2018
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please complete a "Request to Address the Personnel Commission" slip located at the sign-in table and present it to Personnel Commission staff prior to the start of the meeting. When the Personnel Commission Chair invites you to speak, please state your name, address, and the name of your organization before making your presentation. In the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

Persons wishing to address the Personnel Commission on any Commission-related issue not elsewhere on the agenda are invited to do so when the Commission calls for "Public Comments" under that item of the agenda. Please follow the same directions (above) for speaking to agenda items.

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 in the Classified Personnel Office between 8:00 AM and 4:30 PM, and is available 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.

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.

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. 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., April 24, 2018

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office - Large Board Room

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the April 24, 2018, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the April 24, 2018 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the March 13, 2018 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the March 13, 2018 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, eligibility from 3/15/18.
 - B. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 3/29/18.
 - C. Motion by _____, second by _____, to approve an Eligibility List for ACCOUNTING ASSISTANT-ASB, SR-40, Open/Promotional-Dual Certification, eligibility from 3/30/18.
 - D. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 3/30/18.
 - E. Motion by _____, second by _____, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional-Dual Certification, eligibility from 4/12/18.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. PROPOSED 2018-19 PERSONNEL COMMISSION BUDGET REPORT
A draft proposal of the budget for 2018-19 is submitted for a first reading discussion.

8. EXAM DEVELOPMENT PROCESS

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

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

10. CORRESPONDENCE

11. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association
- B. San Dieguito Union High School District
- C. Public

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 8, 2018, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024. Please note that the Employee of the Year recognition event will be held prior to the regularly scheduled PC meeting; the event starts at 2:30 P.M.

13. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., March 13, 2018
710 Encinitas Blvd., Encinitas, CA 92024
San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by PATRICIA SPIRIT, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Spirit.

Members in Attendance

Kamran Azimzadeh
John Baird
Patricia Spirit

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Carmen Blum
Sheila Graciano
Debbie Johnson
April Llamas
Leah Ryan Sonnich
Lori Wilson

3. APPROVAL OF AGENDA FOR THE MARCH 13, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve the agenda for the March 13, 2018, Personnel Commission Regular Meeting.
Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE FEBRUARY 13, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the minutes for the February 13, 2018, Personnel Commission Regular Meeting.
Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to establish an Eligibility List for ACCOUNTING ASSISTANT-ASB, SR-40, Open/Promotional-Dual Certification, six months eligibility.

- B. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD KAMRAN AZIMZADEH, to establish an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional-Dual Certification (as amended), six months eligibility.
 - C. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to establish an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, six months eligibility. *All passed unanimously*
6. ELIGIBILITY LISTS TO BE APPROVED
- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification continuous filing, eligibility from 2/08/18. There was a brief discussion regarding recruiting techniques for this classification given the nation-wide shortage of school bus drivers, including: allowing existing employees to combine bus driving with another position, advanced step placement, and available training programs.
 - B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH JOHN BAIRD, to approve an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory SR-4, Promotional Only, eligibility from 2/22/18.
 - C. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, eligibility from 2/23/18. There was a brief discussion regarding the distinction between the number of ranks and the number of eligibles on the list. Ties are permissible if multiple candidates achieve the same total score as a result of the examination process. *All passed unanimously*

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. LEGISLATIVE UPDATE (handout provided)
Director Dixon presented current bills which may affect personnel commission staff processes including: AB 168 Salary Information; AB 1008 Prior Conviction History; AB 1479 Public Records Designee; AB 1487 Working Out of Class; SB 63 Parental Leave; SB 285 Union Organizing; SB 396 Gender Identity, Gender Expression and Sexual Orientation; SB 525 Public Employees Retirement; SB 731 Military Member of Veteran Leave of Absence; AB 119 Union Access to Employee Information.
8. STAFF COMMENTS ON PERSONNEL ACTIVITIES
- A. Vacancy Report
 - B. Personnel List Report
 - C. Other – Director Dixon reported on the Employee of the Year Program. The celebration to honor all site-level Employees of the Year will be at 2:30pm, Tuesday, May 8, 2018 prior to the regularly scheduled PC meeting.
9. CORRESPONDENCE-None
10. PUBLIC COMMENTS
The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.
- A. California School Employees Association – None
 - B. San Dieguito Union High School District – None

C. Public – Leah Ryan Sonnich: Ms. Sonnich expressed concerns she has with the secretarial series testing process that is utilized by the personnel department. Concerns include: the number of testing components utilized (3 or 4); experience should be taken into consideration for determining the knowledge and abilities required/people that have shown good skill and abilities on the job should be able to promote; candidates should not be tested on Excel given that there is no job analysis done on any of these jobs or conversations with managers or incumbents to ask what is needed on the job when developing exams/the exams are arbitrary; and the probationary period should be used to assess whether the employee can learn the skills in a reasonable amount of time.

Lori Wilson: Ms. Wilson stated that in terms of Excel, depending on your duties at the site you may never touch Excel or you may use it a lot. She further stated that District employees who have been here a long time have a disadvantage as opposed to those coming in to test who have Excel. Ms. Wilson asked if there was a way to determine if you have already exhibited the skill, are currently in a position that uses it or if there is a way to look at job experience in lieu of taking the test.

The commissioners asked several clarifying questions and made brief comments.

Director Dixon replied that job analysis is completed prior to administering exams and that due to employee comments regarding the number of times they are required to test; the Rules & Regulations for Classified Service were recently changed to allow candidates to transfer exam scores from sufficiently similar exams for up to a two year period. Ms. Dixon pointed out that a challenge in our hiring system is that hiring managers can select from the top three ranks so there needs to be some sort of assessment to rank candidates. In her opinion, suggestions from employees to use performance evaluations from their current or previous assignments are not feasible since not all managers rate the same. Personnel staff only tests for basic skills in Excel.

Barbara Bass, HR Analyst, added that Excel has been around for 30 years and if you look at advertisements for administrative assistant positions anywhere, proficiency in MS Office, primarily Word and Excel is required. She further explained that we have interviewed employees in the secretarial series and validated that people do use Excel and that we are careful to just test on basics. It would be a disservice to the District if we didn't test on basic Excel.

Ms. Wilson and Carmen Blum requested trainings and in-services to assist classified employees in developing skills.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 10, 2018, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT- 4:35 pm.

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional Dual Certification**

**Effective: 03/15/18
Expiration: 09/15/18**

Maintenance Worker II

Rank	Applicant ID
1	2691942
2	3527957
3	1058681
4	3292685
5	3588473
6	1948354
7	3022593
8	1798622

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional - Dual Certification**

Nutrition Services Assistant I

**Effective: 3/29/18
Continuous**

Rank	Applicant ID	Expiration
1	3687591	9/29/2018
2	2720605	9/29/2018
3	3610161	9/29/2018
4	3366414	9/29/2018
5	2518544	9/29/2018

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional - Dual Certification**

Accounting Assistant-ASB

**Effective: 03/30/18
Expiration: 09/30/18**

Rank	Applicant ID
1	3715132
2	2224734
3	3702624
3	3675309
4	2828541
5	2959046
6	1833376
7	2794364
8	3709744

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional - Dual Certification**

**Effective: 3/30/18
Continuous**

Instructional Assistant SpEd Non-Severe

Rank	Applicant ID	Expiration Date
1	749618	9/30/2018
2	877098	9/30/2018
3	713263	9/30/2018
4	3670718	9/30/2018

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Dual Certification**

**Effective: 4/12/18
Expiration: 10/12/18**

Campus Supervisor

Applicant ID	Rank
3714235	1
3345002	2
2426822	3
3247245	4
3495700	5
3722308	6
3493452	6
3483219	7

S. Dixon

Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
Fax (760) 943-3522
www.sduhsd.net

Classified Personnel Commission
Kamran Azimzadeh, Commissioner
John Baird, Commissioner
Patricia "Pat" Spirit, Commissioner
Susan Dixon, Director

April 24, 2018

TO: Personnel Commission
FROM: Susan Dixon
Director of Classified Personnel
SUBJECT: Agenda Item #8, Proposed Personnel Commission Budget for 2018-19

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. The public hearing for the 2018-19 Personnel Commission budget shall be set for May 8, 2018 at the regularly scheduled Personnel Commission meeting.

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.

Personnel Commission staff met with staff from Finance to review each budget line item.

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

Object 1900001 is the line to be used if a commissioner is a certificated employee. This is how Terry King was compensated. For the upcoming year, we did not budget for this line as we do not have any certificated commissioners. When a change of commissioner occurs mid-year (Kamran replacing Terry), the SDCOE automatically transfers the money from certificated to classified or vice-versa as needed when the new commissioner is processed. We have been informed that this transfer is still in process as it takes several months to complete.

Object 2300000 is the line for the Director's salary. As noted previously, the Management Salary Schedule now includes the District Credit for benefits.

Object 2300001 is the line for classified commissioners' meeting stipend. As noted above, at this time all commissioners are coded as classified so this line item is higher than in previous years. The budget for next year allows for four special meetings in addition to the 12 regularly scheduled meetings.

Object 2400000 is the line for the Human Resources Analyst's and Technician's salary. This year's proposed amount accounts for a mid-year step increase to the Analyst's salary.

Object 2400056 and 2400058 are for Overtime and Extra Help. We have not had a need to utilize these funds this year, as of yet, but would like to keep these as options for next year should the need arise. The extra help budget is sometimes used to compensate District employees who serve as subject matter experts on Qualifying Appraisal Interviews during school breaks.

The Object Line for Benefits is automatically calculated with an Excel formula provided by the Finance Department. The cost for previous years' benefits expense does not display. As such, when comparing the Personnel Commission Total displayed on the bottom right corner of the spreadsheet with the 2017-18 Budget total, it appears to be considerably higher although it is not.

Object 4300000 is for Materials and Supplies. Last year, we requested a higher amount than usual due to the known expense we were going to incur for keyboards to accompany the Ipads we use for testing. We have no known additional expenses this year so we have reverted to the amount used previously.

Object 4300012 is for Refreshments. This is to provide our Qualifications Appraisal Interview (QAI) panel members with lunch. We project the same volume of recruiting to occur in the coming fiscal year as we experienced this year. Finance staff has verified that the negative \$50 displayed as our 2017-18 remaining balance does not include money that is encumbered from this budget line at the start of each fiscal year and placed on an open purchase order (PO) with our known vendor. Leucadia Pizza in Encinitas is utilized for lunch service as they offer delivery and have a variety of items at reasonable prices. Payments from this open PO can take a couple months to process so the balance displayed on the spreadsheet for this year is not up-to-date. It is anticipated that we will spend a little over \$800 in this area this current fiscal year. As such, we are requesting increasing this amount by \$100 for next year.

Object 4300013 is for Classified Employee Recognition. The \$150 will once again be used for the May celebration event.

Object 4400009 is for Non-Capitalized Tech Equipment. We have no anticipated expenses this year.

Object 5200020 is for Conference, Workshops, and Seminars. The primary expense for this budget line is attendance at the California School Personnel Commission Association (CSPCA) annual conference. This coming year the conference will be in Anaheim. 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.

Object 5200030 is for Mileage. The \$500 amount is consistent with previous years.

Object 5300000 is for Dues and Memberships. Agencies to which we belong include the Cooperative Organization for the Development of Employee Selection Procedures (CODESP, testing materials, \$2,050), California School Personnel Commissioners Association (CSPCA, \$800), CSPCA-San Diego

(our local chapter, \$50), and the Association of California School Administrators (ACSA, commissioner membership, \$200).

Object 5600002 is for Rents & Leases and Object 5600008 is for Copy Charges. These budget items are directly related as they cover our copier machine lease and the associated cost of each copy/scan. In 2016-17 we saw an increase due to the lease of a new copier. 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). We do not anticipate any change to this expense for the coming year. The Personnel Commission staff is moving towards paperless processes whenever possible including increased use of Ipads for panel interviews.

Object 5800001 is for Professional/Consult Services. We did not budget any money for this expense and we did not incur any expenses in this area this year although the spreadsheet indicates we did. We are working with Finance staff to make this correction.

Object 5800004 is for Legal Expenses. The amount budgeted is based on the actual cost from a recent year. 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 is encumbered in a purchase order. As services are provided, money is moved from the encumbered column to the expense column.

Object 5800008 is for Computer Licensing. This has been utilized in the past for an online testing service. At this time, we do not have a need for this service but we keep it as a line item in case we modify our testing process.

Object 5800010 is for 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. We recently transferred money from Conferences & Training to this budget line to purchase an advertising package with Government Jobs. We are requesting an additional \$300 this year in the event specialized positions become vacant which may require placing ads in specific trade publications or websites to attract a sufficient pool of qualified applicants.

Object 5900002 is for Communications-Postage.

Personnel Commission
2018-2019 Budget

Object	Object Description	2016-17 Actuals	2017-18 Budget	2017-18 Expenses	2017-18 Encumbrances	2017-18 Pre-Encumbrances	2017-18 Remaining Balance	2018-19 Budget
1900001	Cert Board Members Salary	550	800	300		247	253	0
2300000	Class Superv & Admin Salaries	127,371	128,751	75,105	53,646		(0)	143,057
2300001	Class Board Members Salary	1,200	1,600	750	750		100	2,400
2400000	Clerical And Office Salaries	128,067	133,364	76,013	55,073		2,279	134,468
2400056	Clerical Overtime Wages	768	1,500				1,500	1,500
2400058	Clerical-Extra Help		500				500	500
3xxx	Benefits							64,843
4300000	Materials And Supplies	143	1,700	427	196		1,077	1,200
4300012	Refreshments	829	750	177	623		(50)	850
4300013	Classified Employee Recognition	249	150				150	150
4400009	Non-Capitalized Tech Equipment	1,279					0	0
5200020	Conferences & Trainings	5,299	5,400	650		355	4,395	5,400
5200030	Mileage		500				500	500
5300000	Dues And Memberships	2,800	3,100	3,100			0	3,100
5600002	Rents & Leases	2,476	3,000	598	1,876		527	3,000
5600008	Copy Charges	1,113	2,000	182	1,064		754	2,000
5800001	Professional/Consult Svs			705	395		(1,100)	0
5800004	Legal Expense	5,035	14,275	330	13,945		0	14,275
5800008	Computer Licensing						0	0
5800010	Advertising	1,783	1,800	1,190			610	2,100
5900002	Communications-Postage		25				25	25
		278,961	299,215	159,527	127,567	602	11,520	379,368

2018-2019 Budget
Personnel Commission

Resource Description	Resource	Goal	Fund	Object	Site	Unit	Oper	Object Description	2016-17 Actuals		2017-18 Budget		2017-18 Expenses		2017-18 Pre-Encumbrances		2017-18 Remaining Balance		2018-19 Budget			
									Actuals	Budget	Expenses	Encumbrances	Encumbrances	Balance	Balance							
PERSONNEL COMMISSION																						
0100	0000641	0000	7490	1900001	016	001		Cart Board Members Salary	550	800	300		247	253	0					0		
0100	0000641	0000	7490	2300000	016	001		Class Superv & Adm'n Salaries	127,371	128,751	75,105		53,646	(0)						143,057		
0100	0000641	0000	7490	2300001	016	001		Class Board Members Salary	1,200	1,600	750		750	100						2,400		
0100	0000641	0000	7490	2400000	016	001		Clerical And Office Salaries	128,067	133,364	76,013		55,073	2,279						134,468		
0100	0000641	0000	7490	2400056	016	001		Clerical Overtime Wages	768	1,500				1,500						1,500		
0100	0000641	0000	7490	2400058	016	001		Clerical-Extra Help		500				500						500		
Benefits																						
3xxx																						
0100	0000641	0000	7490	4300000	016	001		Materials And Supplies	143	1,700	427		196	1,077						64,843		
0100	0000641	0000	7490	4300012	016	001		Refreshments	829	750	177		623	(50)						1,200		
0100	0000641	0000	7490	4300013	016	001		Classif Empl Recognition	249	150				150						850		
0100	0000641	0000	7490	4400009	016	001		Non-Capitalized Tech Equipment	1,279					0						150		
0100	0000641	0000	7490	5200020	016	001		Conference,Workshop,Sem.	5,299	5,400	650			0						0		
0100	0000641	0000	7490	5200030	016	001		Mileage		500				355						5,400		
0100	0000641	0000	7490	5300000	016	001		Dues And Memberships	2,800	3,100	3,100			0						500		
0100	0000641	0000	7490	5600002	016	001		Rent & Leases	2,476	3,000	598		1,876	0						3,100		
0100	0000641	0000	7490	5600008	016	001		Copy Charges	1,113	2,000	182		1,064	527						3,000		
0100	0000641	0000	7490	5800001	016	001		Professional/Consult Sys	5,035	14,275	705		395	754						2,000		
0100	0000641	0000	7490	5800004	016	001		Legal Expense			330		13,945	0						0		
0100	0000641	0000	7490	5800008	016	001		Computer Licensing						0						14,275		
0100	0000641	0000	7490	5800010	016	001		Advertising	1,783	1,800	1,190			0						0		
0100	0000641	0000	7490	5900002	016	001		Communications-Postage		25				25						610		
PERSONNEL COMMISSION Total									278,961	299,215	159,527		127,567	602	11,520					379,368		
Personnel Commission Total									278,961	299,215	159,527		127,567	602	11,520							379,368

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 4/19/18

Classified Personnel

3 current/pending vacancies in 3 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
LCC	AA479	Theater Technician	40	1.00	Recruitment in progress for 2018-19
FAC	AA164	Custodian Floater	40	1.00	Recruitment in progress for 2018-19
TRANS	AF521	School Bus Driver	20	0.50	Continuous recruitment

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Substitutes**, employment for the 2017-18 school year, effective 02/05/18 through 06/30/18, per attached supplement.
2. **Coaches**, employment for the 2017-18 school year, effective 02/12/18 through 06/30/18, per attached supplement.
3. **Berenschot, Robert**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 02/22/18.
4. **Martinez, Christian**, Custodian, SR32, 100.00% FTE, Canyon Crest Academy, effective 02/21/18.
5. **Medina, Mercedes**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 02/20/18.
6. **Molina, Fredys**, Custodian-Floater, SR33, 100.00% FTE, Facilities Department, effective 03/01/18.

Change in Assignment

1. **Carrino, Kathryn**, from Nutrition Services Supervisor, Supervisory SR4, 68.75% FTE, Pacific Trails Middle School, to 75.00% FTE, effective 03/01/18.
2. **Espinoza, Monica**, from Nutrition Services Supervisor, Supervisory SR4, 75.00% FTE, Carmel Valley Middle School, to 87.50% FTE, effective 03/01/18.
3. **Hailey, BriAnn**, from Receptionist, SR32, 100.00% FTE, Canyon Crest Academy to Administrative Secretary, SR40, 100.00% FTE, La Costa Canyon High School effective 02/20/18.
4. **Lencioni, Teresita**, from Nutrition Services Assistant I, SR25, 51.25% FTE and Nutrition Services Assistant III, SR29, 48.75% FTE, Canyon Crest Academy to Nutrition Services Supervisor, Supervisory, SR4, 87.50% FTE, Diegueno Middle School, effective 02/26/18.
5. **Lopez Jr., Miguel**, from Nutrition Services Production Assistant, SR33, 93.75% FTE, Canyon Crest Academy, to Nutrition Services Supervisor, Supervisory SR4, 87.50% FTE, Oak Crest Middle School, effective 02/26/18.
6. **Pierce, Gina**, from Nutrition Services Supervisor, Supervisory SR4, 68.75% FTE, Earl Warren Middle School, to 87.50% FTE, effective 03/01/18.
7. **Taamu, Edward** from Campus Supervisor, SR32, 48.75% FTE, San Dieguito High School Academy to 100.00% FTE, La Costa Canyon High School, effective 03/09/18.

Resignation

1. **Gardner, A. Suezan**, Accounting Assistant-ASB, SR40, 100.00% FTE, La Costa Canyon High School, resignation for the purpose of retirement, effective 02/28/18.
2. **Petrynska, Eva**, Nutrition Services Assistant I, SR25, 25.00% FTE, Diegueno Middle School, effective 02/23/18.
3. **Winters, Joan**, Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School, effective 02/09/18.

Classified Personnel Supplement, March 15, 2018

Classified Substitutes

Arellano, Maria, effective 2/27/2018

Fields, Arelene, effective 2/22/2018

Powless, Lydia, effective 2/5/2018

Coaches

CCA - Certificated

Austin, Holly, Girls Lacrosse, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018

Black, Chris, Boys Tennis, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018

Corman, Andrew, Boys Track & Field, Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018

Lockhart, Tom, Boys Golf, Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018

Mikkonen, Ryan, Baseball, Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018

Nessler, Connor, Baseball, Junior Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018

Shakeri, Kaveh, Boys Lacrosse, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018

Wahlstrom, Michael, Softball, Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018

CCA – Classified

Reeve, Meredith, Boys Track & Field, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018

CCA – Walk-on

Belinsky, Jordan, Boys Tennis, Junior Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018

Belinsky, Larry, Boys Tennis, Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018

Davis, Andrea, Boys Track & Field, Junior Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018

De La Vega, Luis, Boys Track & Field, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018

Geelhoed, Glenn, Girls Track & Field, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018

Gotta, Nick, Baseball, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018

Holmberg, Barry, Baseball, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018

Kaloogian, Jack, Baseball, Freshmen, Canyon Crest Academy, Spring Season, effective 2/12/2018

Kraszweski, Gabby, Girls Lacrosse, Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018

Leuchs, Jonathan, Boys Lacrosse, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018
Malott, Matt, Baseball, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018
Martinez, Marin, Girls Lacrosse, Junior Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018
McCarthy, Brendan, Boys Lacrosse, Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018
Murphy, Aaron, Baseball, Junior Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018
Noffal, Marcel, Boys Volleyball, Freshmen, Canyon Crest Academy, Spring Season, effective 2/12/2018
Pearce, Jaime, Swimming, Junior Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018
Saunders, Tom, Boys Volleyball, Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018
Saunders, Tom, Boys Volleyball, Junior Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018
Siegel, Alex, Boys Lacrosse, Junior Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018
Spire, Greg, Swimming, Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018
Thompson, Ted, Girls Track & Field, Varsity, Canyon Crest Academy, Spring Season, effective 2/12/2018
Twyman, Katie, Swimming, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018
Ziamba, Lisa, Girls Track & Field, Varsity Assistant, Canyon Crest Academy, Spring Season, effective 2/12/2018

LCC – Certificated

Brubaker, Mark, Boys Volleyball, Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018
Farr, Chalise, Track & Field, Varsity Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018
Fletes, Leo, Baseball, Junior Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018
Machado, Justin, Baseball, Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018
Overman, Morgan, Softball, Varsity Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018
Rector, Casey, Girls Lacrosse, Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018
Sisler, Bob, Boys Track & Field, Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018
Sovacool, Casey, Boys Golf, Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018
Vice, Bill, Girls Track & Field, Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018
Vollstedt, Todd, Boys Track & Field, Junior Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018

Witzmann, Adam, Track & Field, Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

LCC – Classified

Stewart, Jeff, Boys Volleyball, Junior Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018

LCC - Walk-on

Balderas, Jose, Baseball, Freshmen, La Costa Canyon High School, Spring Season, effective 2/12/2018

Bianchi, Karen, Girls Lacrosse, Varsity Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Bowen, Robert, Boys Lacrosse, Varsity Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Burke, Joey, Baseball, Varsity Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Cooper, Kevin, Boys Lacrosse, Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018

Culbertson, John, Boys Golf, Varsity Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Dinse, Sarah, Gymnastics, Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Dutton, John, Baseball, Varsity Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Fisher, Trace, Gymnastics, Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018

Girley, Dedrick, Track & Field, Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Gomez, Erick, Track & Field, Junior Varsity Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Hernandez, Bladimir, Boys Tennis, Junior Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018

Hill, Jason, Baseball, Varsity Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Houser, Ella, Gymnastics, Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Jones, Dan, Boys Lacrosse, Junior Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018

Mackle, Patty, Swimming, Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018

McMahon, Josh, Baseball, Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Missailidis, Jasen, Swimming, Junior Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018

Moore, Damon, Track & Field, Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Morris, Chris, Boys Volleyball, Varsity Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018

Murphy, Sean, Boys Volleyball, Freshmen, La Costa Canyon High School, Spring Season, effective 2/12/2018

O'Donnell, Matt, Girls Track & Field, Junior Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018
Palomo, Jose, Baseball, Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018
Paulsen, Mark, Baseball, Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018
Simmons, Gregg, Track & Field, Varsity Assistant, La Costa Canyon High School, Spring Season, effective 2/12/2018
Tanner, Tamara, Boys Tennis, Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018
Wilcox, Lyndsey, Girls Lacrosse, Junior Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018
Wright, Rachel, Softball, Varsity, La Costa Canyon High School, Spring Season, effective 2/12/2018

SDA – Certificated

Meyer-Abrahamson, Deb, Boys Tennis, Junior Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Zug, Erica, Girls Lacrosse, Assistant, San Dieguito High School Academy, Spring Season, effective 2/12/2018

SDA – Classified

Montes, Marcelle, Girls Lacrosse, Junior Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018

SDA – Walk-on

Aguirre, Jose, Baseball, Freshmen, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Aiken, Jourdyn, Boys Volleyball, Varsity Assistant, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Corrao, Salvatore, Softball, Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Fitchett, Mike, Boys Track & Field, Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Fletes, Carlos, Baseball, Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Garcia, Don, Baseball, Varsity Assistant, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Gilligan, Niko, Baseball, Junior Varsity Assistant, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Haskett, Gordon, Girls Track & Field, Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Hoff, Taylor, Boys Volleyball, Junior Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Holguin, Jay, Boys Lacrosse, Varsity Assistant, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Kaczmarek, Charles, Girls Lacrosse, Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018

Martinez, Tom, Baseball, Junior Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018
McKittrick, Robert, Baseball, Freshmen Assistant, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Pinchin, Landon, Boys Lacrosse, Junior Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Thaisz, Richard, Boys Lacrosse, Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Tomasi, Joe, Boys Tennis, Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Wilson, Raymond, Boys Volleyball, Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018
Zamora, Alfred, Boys Golf, Varsity, San Dieguito High School Academy, Spring Season, effective 2/12/2018

TP – Certificated

Ashby, Scott, Softball, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018
Doerrer, Chas, Boys Track & Field, Junior Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018
Drake, Christopher, Boys Golf, Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018
Falcis-Stevens, Charlenne, Boys Track & Field, Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018
Hildebrand, Kaitlin, Girls Track & Field, Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018
Livingston, Matt, Baseball, Freshmen, Torrey Pines High School, Spring Season, effective 2/12/2018
Lona, Francisco, Baseball, Freshmen Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018
Moore, Jonathan, Softball, Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018
Wickman, Ryland, Softball, Junior Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

TP – Walk-on

Almazan, Rui, Track & Field, Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018
Bath, Ryan, Girls Track & Field, Junior Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018
Chess, Matt, Boys Golf, Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018
Chu, Don, Boys Tennis, Junior Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018
Clark, Carolyn, Girls Lacrosse, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018
Connors, Kelly, Girls Lacrosse, Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Contreras, Richard, Swimming, Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

deFrancesco, Paul, Baseball, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Doucette, Rory, Boys Lacrosse, Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Hagis, Lauren, Girls Lacrosse, Junior Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

Harmon, Kendall, Girls Track & Field, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Jasper, Stephen, Boys Volleyball, Freshmen, Torrey Pines High School, Spring Season, effective 2/12/2018

Kirk, Gregory, Boys Lacrosse, Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Kobik, Armani, Swimming, Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

McCaskill, Kirk, Baseball, Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

Moore, Brian, Boys Track & Field, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Myers, Erik, Boys Lacrosse, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

O'Neil, David, Boys Lacrosse, Junior Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

Parker, Jennifer, Gymnastics, Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

Possemato, Chris, Baseball, Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Ray, Cody, Baseball, Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Ray, Rick, Baseball, Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Rubacky, Nick, Boys Volleyball, Junior Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

Rubacky, Nick, Boys Volleyball, Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Stanley, Scott, Baseball, Junior Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

Strode, Morris (Skip), Boys Tennis, Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

Swagart, Kaitlin, Girls Lacrosse, Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

Thomas, Brian, Track & Field, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Tudor, Kenyon, Swimming, Junior Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

Waldt, Gunnar, Boys Lacrosse, Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Wesser, Olivia, Gymnastics, Junior Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

Wilson, Johnny, Boys Lacrosse, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Winterfeldt, Brian, Boys Lacrosse, Varsity Assistant, Torrey Pines High School, Spring Season, effective 2/12/2018

Zissi, Jonathan, Boys Lacrosse, Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018

Zuffinetti, Adam, Boys Volleyball, Varsity, Torrey Pines High School, Spring Season, effective 2/12/2018