San Dieguito Union High School District PERSONNEL COMMISSION

Regular Meeting Agenda

3:30 P.M., December 8, 2020 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 <u>susan.dixon@sduhsd.net</u> 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 <u>susan.dixon@sduhsd.net</u> 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., December 8, 2020

Virtual Meeting

REGULAR MEETING/OPEN SESSION

- 1. Call to Order Commission Chair
- 2. Pledge of Allegiance
- Approval of the Agenda for the December 8, 2020, Personnel Commission Regular Meeting. Public Comment, if any

Motion by accord by to a

Motion by _____, second by _____, to approve the agenda for the December 8, 2020, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the November 10, Personnel Commission Regular Meeting.

Public Comment, if any

Motion by_____, second by_____, to approve the minutes for the November 10, 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. ORGANIZATION OF THE PERSONNEL COMMISSION Public comments, if any
 - A. Election of Chair for the Personnel Commission Motion by _____, second by _____, that ____ be nominated as Chair of the Personnel Commission for 2021. Motion by _____, second by _____, that nominations be closed. _____ is elected as Chair of the Personnel Commission for 2021.
 - B. Election of Vice-Chair for the Personnel Commission Motion by _____, second by _____, that _____ be nominated as Vice-Chair of the Personnel Commission for 2021.
 Motion by _____, second by _____, that nominations be closed. _____ is elected as Vice-Chair of the Personnel Commission for 2021.
- 7. PERSONNEL COMMISSION MEETING CALENDAR 2021 Public comments, if any
 - A. Motion by _____, second by _____, to approve the schedule for the regular meetings of the Personnel Commission for 2021 as listed on the attached supplement, "Personnel Commission Meeting Schedule 2021", to be held at 3:30 P.M., either virtually or in the District Office Board Room #101.
- 8. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED *Public comments, if any*
 - A. Motion by _____, second by _____, to approve an Eligibility List for Receptionist, SR 32, Open/Promotional-Dual Certification, effective 11/09/20 for six months.
 - B. Motion by _____, second by _____, to approve an Eligibility List for Grounds Maintenance Equipment Operator, SR 41, Open/Promotional-Dual Certification, effective 11/23/20 for six months.
 - C. Motion by _____, second by _____, to approve extension of eligibles on the Eligibility List for Custodian, SR 32, Open/Promotional Dual Certification.

Director to provide information related to this item.

- D. 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 11/19/20, individual eligibility for six months.
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Severe, SR 36, Open/Promotional, updated 12/01/20, individual eligibility for six months.
- F. Motion by _____, second by _____, to approve an Eligibility List for Irrigation Specialist, SR 41, Open/Promotional-Dual Certification, effective 12/03/20 for six months.

- 9. ELIGIBILITY LISTS TO BE ESTABLISHED *Public comments, if any*
 - A. Motion by _____, second by ____, to establish an Eligibility List for Administrative Assistant III, SR 42, Promotional Only, for six months.

DISCUSSION/INFORMATION ITEMS (See Supplements)

- 10. STAFF COMMENTS ON PERSONNEL ACTIVITIES Public Comments, if any
 - A. Vacancy Report
 - B. Personnel List Report
 - C. Other
- 11. CORRESPONDENCE Public Comments, if any
- 12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 12, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

13. ADJOURNMENT

San Dieguito Union High School District PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, November 10, 2020 Virtual Meeting

REGULAR MEETING/OPEN SESSION

- 1. CALL TO ORDER The meeting was called to order at 3:30 p.m. by JUSTIN CUNNINGHAM
- 2. PLEDGE OF ALLEGIANCE Commissioner Cunningham led the pledge of allegiance.

<u>Personnel Commissioners in Attendance</u> John Baird Jeff Charles Justin Cunningham

<u>Personnel Commission Staff in Attendance</u> Susan Dixon, Director Kathy Potter, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE November 10, 2020, PERSONNEL COMMISSION REGULAR MEETING. *Public Comments-None*

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the November 10, 2020, Personnel Commission Regular Meeting. John Baird-Aye Jeff Charles-Aye Justin Cunningham-Aye *Passed with three Ayes*

 APPROVAL OF THE MINUTES FOR THE October 13, 2020, PERSONNEL COMMISSION REGULAR MEETING. Public Comments-None

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the October 13, 2020, 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 commended classified staff for "chugging along" and doing a great job despite all that is going on, including the preparations being made to get campuses ready for more students attending in person.
- B. San Dieguito Union High School District-Tina Peterson was not present due to a payroll deadline.
- 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 JEFF CHARLES, to approve the Eligibility List for Administrative Assistant II, SR 40, Promotional Only, effective 10/20/20. John Baird-Aye Jeff Charles-Aye Justin Cunningham-Aye Passed with three Ayes
 - B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the Eligibility List for Instructional Assistant Special Education-Behavior Intervention, SR 36, Open/Promotional, effective 10/26/20. John Baird-Aye Jeff Charles-Aye Justin Cunningham-Aye Passed with three Ayes
 - C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, effective 11/03/20. John Baird-Aye Jeff Charles-Aye Justin Cunningham-Aye Passed with three Ayes
 - D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the Eligibility List for Nutrition Services Assistant Supervisor, SR Supervisory 4, Open/Promotional-Dual Certification, effective 11/04/20. Commissioner Baird inquired if this position supervises employees. Director Dixon replied that it does supervise the nutrition staff at an assigned school site(s).

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

- 7. ELIGIBILITY LISTS TO BE ESTABLISHED Public Comments-None
 - A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, continuous filing. John Baird-Aye Jeff Charles-Aye Justin Cunningham-Aye Passed with three Ayes
 - B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, continuous filing.
 John Baird-Aye
 Jeff Charles-Aye
 Justin Cunningham-Aye
 Passed with three Ayes
 - C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Irrigation Specialist, SR 41, Open/Promotional-Dual Certification, for six months. Commissioner Baird asked about the difference between Grounds Maintenance Worker II and Irrigation Specialist. Director Dixon explained that this classification was established several years ago to pull irrigation tasks from the classification of Plumber/Irrigation Specialist so it is new to the Grounds Department. It's focus is strictly on irrigation whereas the Grounds Maintenance Workers perform tasks related to the care and cleaning of the grounds. Irrigation Specialist is paid a higher salary than Grounds Maintenance Worker II but lower than Plumber. John Baird-Aye Jeff Charles-Aye

Justin Cunningham-Aye Passed with three Ayes

- 8. CLASSIFICATION REVISIONS Public Comments-None
 - A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to revise the job description for Warehouse Supervisor as proposed.

Commissioner Charles made inquiries about the nature of the assignment including if this has been a supervisory role previously. Director Dixon provided some history of the assignment and an overview of the changes it has experienced over the years. In general, the need of the District at this time is for a position that performs a combination of duties historically performed by the incumbent as well as duties new to the position, particularly since the elimination of a second Senior Buyer position. Given that many of the new duties are consistent with the existing classification of Senior Buyer, Range 44, there is not a recommendation for salary reallocation.

The Director of Purchasing further explained that District administration met with CSEA early on to discuss the best way to move forward with changes to the position and that there was agreement that this was the most viable option. Commissioner Baird asked about the distinguishing characteristics in the job description between Senior Buyer and Purchasing Specialist. Director Dixon replied that those are necessary to document that the Senior Buyer focuses on acquisitions not the broader range of duties of the Purchasing Specialist. John Baird-Aye Jeff Charles-Aye

Justin Cunningham-Aye Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

- 9. STAFF COMMENTS ON PERSONNEL ACTIVITIES Public Comments-None
 - A. Vacancy Report Director Dixon highlighted the many classified positions that have been filled in the past month.
 - B. Personnel List Report –
 - C. Other Commissioner Cunningham commented on the modification of the agenda format with "Public Comment" under every heading seeming to be redundant. Commissioner Baird shared he was elected President of SDCSPCA at their last meeting.
- 10. CORRESPONDENCE None. Public Comments-None
- 11. NEXT PERSONNEL COMMISION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 8, 2020, at 3:30 P.M. Please note, this meeting may be conducted as a virtual meeting if necessary. *Commissioner Cunningham suggested the language be modified to state "will be conducted as virtual" until the COVID situation changes. All commissioners agreed.*

11. ADJOURNED - 4:29 PM



710 Encinitas Boulevard, Encinitas, CA 92024 Telephone (760) 753-6491 Fax (760) 943-3505 www.sduhsd.net Board of Trustees Joyce Dalessandro Kristin Gibson Beth Hergesheimer Melisse Mossy Maureen "Mo" Muir

Superintendent Robert A. Haley, Ed.D.

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

PERSONNEL COMMISSION MEETING SCHEDULE

2021

Tuesday, 3:30 p.m.	January 12, 2021	Virtual or District Office Room 101
Tuesday, 3:30 p.m.	February 9, 2021	Virtual or District Office Room 101
Tuesday, 3:30 p.m.	March 9, 2021	Virtual or District Office Room 101
Tuesday, 3:30 p.m.	April 13, 2021	Virtual or District Office Room 101
Tuesday, 3:30 p.m.	May 11, 2021	Virtual or District Office Room 101
Tuesday, 3:30 p.m.	June 8, 2021	Virtual or District Office Room 101
Tuesday, 3:30 p.m.	July 13, 2021	Virtual or District Office Room 101
Tuesday, 3:30 p.m.	August 10, 2021	Virtual or District Office Room 101
Tuesday, 3:30 p.m.	September 14, 2021	Virtual or District Office Room 101
Tuesday, 3:30 p.m.	October 12, 2021	Virtual or District Office Room 101
Tuesday, 3:30 p.m.	November 9, 2021	Virtual or District Office Room 101
Tuesday, 3:30 p.m.	December 14, 2021	Virtual or District Office Room 101

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

Effective Date: 11/9/2020

Expiration Date:

5/9/2021

Applicant ID	Rank	Source
6389530	1	Open
6154059	1	Open
2657960	2	Open
3241896	3	Open
2488479	4	Open
2691942	4	Promo
1601789	4	Open
2338054	5	Open
3220376	6	Open
4866050	7	Open
2877160	8	Open
6384988	9	Open
6387772	9	Open
3197246	10	Open
2161969	10	Open
1793737	10	Open
1003412	11	Open

San Dieguito Union High School District Personnel Commission Grounds Maintenance Equipment Opeartor

Eligibility List - Open/Promotional-Dual Certification

Effective Date: 11/23/20

Eigibility Expires: 5/23/21

Applicant ID	Rank	Source
994934	1	Promo
2679445	2	Promo
6364693	3	Promo
6320629	4	Open

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

Please note: Scores were merged from a previous recruitment.

Date Updated: 8/27/2020

Applicant ID	Rank	Eligibility Expires	Source
1537460	1	2/27/2021	Promo
3626044	2	9/4/2020	Open
2080103	3	2/27/2021	Promo
6363029	4	2/27/2021	Promo
2125320	5	2/27/2021	Promo
6364739	6	2/27/2021	Open
6365948	6	2/27/2021	Open
5050751	7	2/27/2021	Open
5477744	8	2/27/2021	Open
3736753	8	2/27/2021	Open
6311875	9	9/4/2020	Open
4441671	10	2/27/2021	Open
3000647	11	2/27/2021	Open
3442278	12	2/27/2021	Open
6294744	13	2/27/2021	Open

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.

Effective Date: 11/19/2020

Applicant ID	Rank	Eligibility Expires
6374258	1	3/29/2021
6363177	2	3/29/2021
3080853	3	3/29/2021
6393681	4	5/19/2021

Note: No promotional candidates at this time

San Dieguito Union High School District

Personnel Commission

Instructional Assistant Special Education - Severe

Eligibility List - Continuous Filing Open/Promo

Please note: Individual eligibility is valid for 6 months. Scores are merged each time the exam is administered.

6/1/2021

Effective date:	12/1/2020		
	OPEN LIST		
	Applicant ID	Rank	Eligibility Expires
	3080853	1	6/1/20

PROMOTIONAL LIST None at this time

San Dieguito Union High School District

Personnel Commission

Irrigation Specialist

Eligibility List - Open/Promotional-Dual Certification

Effective Date: 12/2/2020

Eigibility Expires: 6/2/2021

Applicant ID	Rank	Source
3750206	1	Promo
6401042	2	Open
3410815	3	Open
6407913	3	Open
6401516	4	Open

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 12/03/20

Classified Personnel

11 current/pending vacancies in 7 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
South	AM890	Student Health Care Specialist	40	1.00	Recrutiment in progress
FAC	AN058	Irrigation Specialist	40	1.00	Selection interview December
TRANS	AA498	School Bus Driver	20	0.50	Recrutiment in progress
TRANS	AK204	School Bus Driver	20	0.50	Recrutiment in progress
EW	AA016	Administrative Assistant III	40	1.00	Selection interview 12/10/20
FAC	AM913	Grounds Maintenance Equipment Operator	40	1.00	Selection interview 12/04/20
TP	AJ226	Instructional Assistant SpEd Non-Severe	30	0.75	Continuous recrutiment in progress
EW	AH773	Instructional Assistant SpEd Non-Severe	30	0.75	Continuous recrutiment in progress
Coast/SS	AJ674	Instructional Assistant SpEd Severe	27.5	0.69	Continuous recrutiment in progress
Coast/SS	AH761	Instructional Assistant SpEd Severe	27.5	0.69	Continuous recrutiment in progress
Coast/SS	AJ180	Instructional Assistant SpEd Severe	27.5	0.69	Continuous recrutiment in progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

- 1. <u>Classified Artist in Residence</u>, employment for the 2020-21 school year per attached supplement through 06/30/21.
- 2. <u>Classified A.V.I.D. Tutors</u>, employment for the 2020-21 school year per attached supplement through 06/30/21.
- **3.** <u>Arcidiacono, Luke</u>, Skilled Maintenance Worker, SR49, 100.00% FTE, Facilities Department, effective 10/20/20.
- 4. <u>Colt, Jessica</u>, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Canyon Crest Academy, effective 10/22/20.
- 5. <u>Collins, Cheryl</u>, Student Health Care Specialist, SR38, 100.00% FTE, Requeza Education Center COAST Academy/Sunset HS, effective 11/09/20.
- 6. <u>Fradue-Kopacz, Jatiana</u>, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, Requeza Educational Center - COAST Academy, effective 10/27/20.
- 7. <u>Mackle, Duke</u>, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, Requeza Educational Center COAST Academy, effective 10/14/20.
- 8. <u>Mentado, Amy</u>, Instructional Assistant-SpEd (BI), SR36, 68.75% FTE, Requeza Educational Center COAST Academy, effective 10/07/20.
- **9.** <u>Noesgaard, Birgitte</u>, Student Health Care Specialist, SR38, 100.00% FTE, Special Education-Itinerant-North Region effective 11/16/20.
- **10.** <u>Swafford, Kyle</u>, Theater Technician, SR41, 100.00% FTE, Canyon Crest Academy, effective 10/26/20.

Change in Assignment

- <u>Aragon, Nazario</u>, from School Bus Driver, SR38, 75.00% Transportation Department to Grounds Maintenance Worker II, SR39, 100.00% FTE, Facilities Department, effective 11/03/20.
- 2. <u>Lopez, Rick</u>, from Custodian Floater, SR33, 100.00% FTE, Facilities Department to Custodian, SR32, 100.00% FTE, District Office, effective 10/01/20.
- **3.** <u>Miller, Rachel</u>, from Receptionist, SR32, 100.00% FTE, San Dieguito High School Academy to Administrative Assistant II, SR40, 100.00% FTE, San Dieguito High School Academy, effective 11/02/20.
- 4. <u>Spector, Janice</u>, from Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School to 75.00% FTE, effective 10/12/20.
- <u>Swanson, Robert,</u> from School Bus Driver, SR38, 75.00% Transportation Department to Grounds Maintenance Worker II, SR39, 100.00% FTE, Facilities Department, effective 10/26/20.

Leave of Absence

- 1. <u>Cooper, Cheryl</u>, Vocational Developer, SR37, 100.00% FTE, District Office, requests a 100.00% Unpaid Leave of Absence, effective 10/05/20.
- <u>Kondragunta, Swarupa</u>, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, requests a change in return date of previously approved 100.00% Unpaid Leave of Absence replacing 11/02/20 with 02/25/21.
- **3.** <u>Feraco, Nancy</u>, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, La Costa Canyon High School, requests a 100.00% Unpaid Leave of Absence, effective 11/01/20 through 01/31/21.

Resignation

- 1. <u>Hein, Marlene</u>, Instructional Assistant-SpEd (NS), SR34, 81.25% FTE, La Costa Canyon High School, resignation for the purpose of retirement, effective 10/31/20.
- 2. <u>Howard, Andrea</u>, Instructional Assistant-SpEd (NS), SR34, 37.50% FTE, Torrey Pines High School, effective 11/06/20.

sj 11/19/20 classbdagenda

Classified Personnel Supplement, November 19, 2020

Artists in Residence, CCA

Kogan, Emily, Envision Dance, effective 10/13/2020.

AVID Tutors

Alaniz, Michael, Carmel Valley Middle School, La Costa Canyon High School, effective 10/06/2020