

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

Regular Meeting

3:30 P.M., May 12, 2020
Virtual Meeting

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please email the Director of Classified Personnel at susan.dixon@sduhsd.net prior to the start of the meeting. Include in the email your name, organization that 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 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.

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. If you are unable to access the agenda packet on the website, please email susan.dixon@sduhsd.net to receive a copy.

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 ACCOMMODATIONS

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 12, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order.....Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the May 12, 2020, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the May 12, 2020 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the April 14, 2020, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the minutes for the April 14, 2020, Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification, effective from 3/10/20.
 - B. Motion by _____, second by _____, to approve an Eligibility List for Nutrition Services Operations Supervisor, Supervisory Salary Range 11, Open/Promotional-Dual Certification, effective from 4/23/20.
6. 2020-21 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 2020-21 Personnel Commission Budget as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List Report
 - C. Other
8. CORRESPONDENCE
9. 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

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 9, 2020, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary.

11. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, April 14, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:36 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

April Llamas

3. APPROVAL OF THE AGENDA FOR THE April 14, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the April 14, 2020, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE March 10, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the March 10, 2020, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Registrar, SR 40, Open/Promotional, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Facilities Construction Planner, SR 52, Open/Promotional- Dual Certification, effective from 3/12/20.

B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Locksmith, SR 47, Open/Promotional-Dual Certification, eligibility from 3/12/20.

- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an updated Eligibility List for Instructional Assistant Special Education - Non-Severe, SR 34, Open/Promotional-Dual Certification, update effective as of 3/11/20 with corrections to the year listed for Rank 3 and 10 (should be 2020 not 2019).

The review of eligibility lists generated an inquiry from Commissioner Baird regarding a previous suggestion to contact individuals on the eligibility list to notify them when a list is about to expire (e.g. 30 days prior). Director Dixon stated PC staff would discuss how this process might be implemented.

All passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. PROPOSED 2020-2021 BUDGET REVIEW (First Read)

Director Dixon introduced the budget and announced that the public hearing for the budget will be held at the May 12, 2020, Regular Personnel Commission meeting. Commissioner Charles inquired about budgeting for technology equipment to support staff working from home. Director Dixon said she would check with the Technology Department and gather information to possibly modify the budget.

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. Vacancy Report

B. Personnel List Report

C. Other – Director Dixon commended Analyst, Barbara Bass who has researched virtual testing methods that include confidential protection against downloading test material, as well as virtual interview formats.

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 – April Llamas has been working with the district on a COVID 19 response, and appreciates the training offered.

B. San Dieguito Union High School District- Director Dixon stated it is likely the Classified School Employee of the Year event will need to be rescheduled.

C. Public – None.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 12, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary

12. ADJOURNED – 4:32 PM

San Dieguito Union High School District
Personnel Commission
Administrative Assistant II
Eligibility List
Open/Promo-Dual Certification
Expires 9/10/2020

Effective Date: 3/10/2020

| <i>Applicant ID</i> | <i>Rank</i> | |
|---------------------|-------------|--|
| 2228409 | 1 | |
| 2755628 | 2 | |
| 2408449 | 3 | |
| 6319251 | 3 | |
| 1219702 | 4 | |
| 3249630 | 5 | |
| 6156234 | 6 | |
| 3215656 | 7 | |
| 6318990 | 7 | |
| 6308700 | 8 | |
| 6304050 | 8 | |
| 6156702 | 9 | |
| 4500203 | 9 | |
| 1208163 | 9 | |
| 6308088 | 10 | |
| 2691289 | 10 | |
| 2726254 | 11 | |
| 1549326 | 11 | |
| 3871636 | 12 | |
| 6306702 | 13 | |
| 3858704 | 14 | |

S. Dixon

San Dieguito Union High School District
Personnel Commission
Nutrition Services Operations Supervisor
Eligibility List
Open/Promo-Dual Certification

Effective Date: 4/23/2020

Eligibility Expires: 10/23/2020

| <i>Applicant ID</i> | <i>Rank</i> |
|---------------------|-------------|
| 2857069 | 1 |
| 6324989 | 2 |
| 2495091 | 2 |
| 3015227 | 3 |
| 1876473 | 4 |
| 2496535 | 5 |
| 6329421 | 6 |
| 3917918 | 7 |
| 2802291 | 8 |
| 3223172 | 9 |
| 4518228 | 10 |

San Dieguito

Union High School District

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

May 12, 2020

TO: Personnel Commission
FROM: Susan Dixon
Director of Classified Personnel
SUBJECT: Agenda Item #6, Public Hearing - Proposed Personnel Commission Budget for 2020-21

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 14, 2020 Personnel Commission meeting, the Director presented the proposed budget. Several items were discussed and there was an inquiry from Commissioner Charles as to whether money should be budgeted in the event there is a need to purchase additional technology items given the current limitations on working at the District Office. Upon further consideration and research over the past month, the proposed budget has been revised to add \$5,000 to "Computer Licensing" to allow for the purchase of a contracted agreement with an online testing service which can be used to administer qualifying exams remotely. Additionally, the automatic calculation for benefits based on salary has increased since the first reading last month.

At the April 14, 2020 Personnel Commission meeting, it was announced that the public hearing for the 2020-21 Personnel Commission budget was set for May 12, 2020 at the regularly scheduled Personnel Commission meeting.

The Director of Classified Personnel shared the proposed budget with the Finance Department and no concerns were reported.

Recommendation: Approve the 2020-21 Personnel Commission Budget as proposed.

Information Presented at the First Reading on April 14, 2020:

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 will meet with Finance staff to review each budget line item prior to the public hearing.

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.

“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. This year’s proposed amount accounts for a mid-year step increase to the Analyst’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 last year’s budget.

“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 not utilized it for extra help in the traditional sense for the last several years. 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 2019-20 Budget 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.

“Refreshments” has been used 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 current year. We learned that the refreshment budget may also need to be utilized to purchase lunch for those providing services at a hearing. 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.

“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. A site for this coming year has not yet been determined. 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 \$100 more than last year due to an increase for CODESP. 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 with CSPCA.

“Rents & Leases” and “Copy Charges” 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 anticipate this expense for the coming year will be consistent with the current year. The Personnel Commission staff continues to move towards paperless processes whenever possible including increased use of ipads for panel interviews.

“Professional/Consult Services” has not been budgeted in previous years. We have since learned that costs for services associated with appeal hearings are paid out of this budget (e.g. court reporter, translator). The 2020-21 proposed budget takes into account the possibility of hearings with associated costs. Based on expenses incurred last 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. With our experience this year of utilizing a hearing officer from a law firm, half the budget will be left unencumbered so as to allow for flexibility in selecting a hearing officer if necessary.

“Computer Licensing” 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.

“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 2020-21 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.

Personnel Commission Budget
Fiscal Year 2020-21

| Object Description | 2018-19 Actuals | 2019-20 Budget | 2019-20 Actuals | 2019-20 Encumbrances | 2019-20 Remaining Balance | 2020-21 Budget |
|-----------------------------------|--------------------|-------------------|--------------------|-------------------------|---------------------------------|-------------------|
| Cert Board Members Salary | 802 | 900 | 353 | 250 | (603) | 900 |
| Benefits | | 191 | | | | 202 |
| Class Superv & Admin Salaries | 129,503 | 143,772 | 77,422 | 56,360 | (3,092) | 150,292 |
| Class Board Members Salary | 1,537 | 1,800 | 700 | 500 | (1,200) | 1,800 |
| Clerical And Office Salaries | 137,332 | 136,684 | 81,292 | 59,756 | 1,610 | 151,070 |
| Clerical Overtime Wages | | 1,500 | | | 1,500 | 1,500 |
| Clerical-Extra Help | 95 | 500 | | | 500 | 500 |
| Benefits | | 89,370 | | | | 100,719 |
| Materials And Supplies | 274 | 1,200 | 326 | 300 | 574 | 1,200 |
| Refreshments | 710 | 950 | 465 | 335 | 150 | 950 |
| Classif. Empl. Recognition | 150 | 150 | 150 | | 150 | 150 |
| Non-Capitalized Tech Equipment | | 0 | | | | 0 |
| Conference, Workshop, Sem. | 1,550 | 5,400 | | | 5,400 | 5,400 |
| Mileage | | 500 | | | 500 | 500 |
| Dues And Memberships | 2,900 | 3,100 | 3,050 | | 50 | 3,200 |
| Rents & Leases | 2,471 | 3,000 | 895 | 1,578 | 527 | 3,000 |
| Copy Charges | 938 | 2,000 | 305 | 801 | 894 | 2,000 |
| Professional/Consult Svs | 6,529 | 10,000 | | | 10,000 | 10,000 |
| Legal Expense | 15,962 | 14,275 | 152 | | 14,124 | 14,275 |
| Computer Licensing | | 0 | | | | 5,000 |
| Advertising | 930 | 2,100 | 939 | | 1,161 | 2,100 |
| Communications-Postage | | 25 | 0 | | 25 | 25 |
| | 301,683 | 417,417 | 166,049 | 119,880 | 32,270 | 454,783 |
| Personnel Commission Total | 301,683 | 417,417 | 166,049 | 119,880 | 0 | 32,270 |
| | | | | | 454,783 | |

2020-2021 Budget
Personnel Commission

| Resource Description | Resource | Goal | Function | Object | Open Site Unit | Object Description | 2018-19 Actuals | 2019-20 Budget | 2019-20 Actuals | 2019-20 Encumbrances | 2019-20 Remaining Balance | 2020-21 Budget | NOTES | |
|-----------------------------------|----------|------|----------|--------|----------------|--------------------|--------------------------------|----------------|-----------------|----------------------|---------------------------|----------------|---------|--|
| Human Resources | | | | | | | | | | | | | | |
| PERSONNEL COMMISSION | | | | | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 190000 | 016 | 001 | Cert Board Members Sa | 802 | 0 | 353 | 250 | (603) | 900 | |
| | | | | 3xxx | | | Benefits | | | | | 202 | | |
| 0100 | 0000641 | 0000 | 7490 | 230000 | 016 | 001 | Class Superv & Admin S | 129,503 | 130,689 | 77,422 | 56,360 | (3,092) | 150,292 | |
| 0100 | 0000641 | 0000 | 7490 | 230000 | 016 | 001 | Class Board Members S | 1,537 | 0 | 700 | 500 | (1,200) | 1,800 | |
| 0100 | 0000641 | 0000 | 7490 | 240000 | 016 | 001 | Clerical And Office Sala | 137,332 | 142,658 | 81,292 | 59,756 | 1,610 | 151,070 | |
| 0100 | 0000641 | 0000 | 7490 | 240005 | 016 | 001 | Clerical Overtime Wages | | 1,500 | 0 | 0 | 1,500 | 1,500 | |
| 0100 | 0000641 | 0000 | 7490 | 240005 | 016 | 001 | Clerical-Extra Help | 95 | 500 | 0 | 0 | 500 | 500 | |
| | | | | 3xxx | | | Benefits | | | | | 100,719 | | |
| 0100 | 0000641 | 0000 | 7490 | 430000 | 016 | 001 | Materials And Supplies | 274 | 1,200 | 326 | 300 | 574 | 1,200 | |
| 0100 | 0000641 | 0000 | 7490 | 430001 | 016 | 001 | Refreshments | 710 | 950 | 465 | 335 | 150 | 950 | |
| 0100 | 0000641 | 0000 | 7490 | 430001 | 016 | 001 | Classif.Empl.Recognition | 150 | 150 | 0 | 0 | 150 | 150 | |
| 0100 | 0000641 | 0000 | 7490 | 440000 | 016 | 001 | Non-Capitalized Tech Equipment | | 0 | 0 | 0 | 0 | 0 | |
| 0100 | 0000641 | 0000 | 7490 | 520002 | 016 | 001 | Conference,Workshop, S | 1,550 | 5,400 | 0 | 0 | 5,400 | 5,400 | |
| 0100 | 0000641 | 0000 | 7490 | 520003 | 016 | 001 | Mileage | | 500 | 0 | 0 | 500 | 500 | |
| 0100 | 0000641 | 0000 | 7490 | 530000 | 016 | 001 | Dues And Memberships | 2,900 | 3,100 | 3,050 | 0 | 50 | 3,200 | |
| 0100 | 0000641 | 0000 | 7490 | 560000 | 016 | 001 | Rents & Leases | 2,471 | 3,000 | 895 | 1,578 | 527 | 3,000 | |
| 0100 | 0000641 | 0000 | 7490 | 560000 | 016 | 001 | Copy Charges | 938 | 2,000 | 305 | 801 | 894 | 2,000 | |
| 0100 | 0000641 | 0000 | 7490 | 580000 | 016 | 001 | Professional/Consult Sv | 6,529 | 10,000 | 0 | 0 | 10,000 | 10,000 | |
| 0100 | 0000641 | 0000 | 7490 | 580000 | 016 | 001 | Legal Expense | 15,962 | 14,275 | 152 | 0 | 14,124 | 14,275 | |
| 0100 | 0000641 | 0000 | 7490 | 580000 | 016 | 001 | Computer Licensing | | 0 | 0 | 0 | 0 | 5,000 | |
| 0100 | 0000641 | 0000 | 7490 | 580001 | 016 | 001 | Advertising | 930 | 2,100 | 939 | 0 | 1,161 | 2,100 | |
| 0100 | 0000641 | 0000 | 7490 | 590000 | 016 | 001 | Communications-Postage | | 25 | 0 | 0 | 25 | 25 | |
| PERSONNEL COMMISSION Total | | | | | | | 301,683 | 318,047 | 165,897 | 119,880 | 32,271 | 454,783 | | |
| Personnel Commission Total | | | | | | | 301,683 | 318,047 | 165,897 | 119,880 | 32,271 | 454,783 | | |

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 5/04/20

Classified Personnel

9 current/pending vacancies in 7 different job classifications

| SITE | SLOT | Position | Hrs/Wk | FTE | STATUS |
|-------|-------|---|--------|------|---------------------------------|
| SS/DO | NEW | Registrar | 40 | 1.00 | Selection interview June 2020 |
| FAC | AA204 | Locksmith | 40 | 1.00 | Selection interview on hold |
| FAC | NEW | Director of Maintenance | 40 | 1.00 | Selection interview May 2020 |
| TRANS | AI895 | School Bus Driver | 20 | 0.50 | Continuous recruitment |
| FAC | AI851 | Facilities Construction Planner | 40 | 1.00 | Selection interview May 7, 2020 |
| CV | AJ224 | Instructional Assistant SpEd Non-Severe | 30 | 0.75 | Selection interview on hold |
| EW | AH628 | Nutrition Services Assistant I | 11.25 | 0.28 | Selection interview on hold |
| OC | AJ220 | Instructional Assistant SpEd Non-Severe | 30 | 0.75 | Selection interview on hold |
| TP | NEW | Instructional Assistant SpEd Non-Severe | 30 | 0.75 | Selection interview on hold |

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Coaches**, employment for the 2019-20 school year per attached supplement through 06/30/20.
2. **Delcambre, David**, Custodian, SR32, 100.00% FTE, Oak Crest Middle School, effective 03/23/20.
3. **Jacobs, Miquel**, Communications Coordinator, Management G5, R11, 100.00% FTE, District Office-Superintendent, effective 03/23/20.
4. **Lopez, Rick**, Custodian Floater, SR33, 100.00% FTE, Facilities Department, effective 03/23/20.
5. **Ponce Loza, Alfredo**, Custodian, SR32, 100.00% FTE, San Dieguito High School Academy, effective 03/23/20.

Change In Assignment

1. **Chen, Qi**, from Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School to Nutrition Services Assistant I, SR25, 28.12% FTE, Earl Warren Middle School, effective 03/13/20.

Leave of Absence

1. **Paredes, Kate**, from 100.00% Unpaid Leave of Absence to Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, Torrey Pines High School, effective 04/20/20.

Resignation

1. **Kratz, Peter**, School Bus Driver, SR38, 100.00% FTE, Transportation Department, effective 05/11/20.

Classified Personnel Supplement, April 21, 2020

Coaches

Canyon Crest High School Walk-On

McClanahan, Stephen Dennis, Track and Field, JV Assistant, Spring Season, effective 02/15/2020

La Costa Canyon High School Walk-On

Shean, Erin, Track and Field, JV Assistant (50% Stipend), Spring Season, effective 02/20/2020

San Dieguito Academy High School Walk-On

Bailis, Robin, Girls Track, JV Head Coach, Spring Season, effective 02/20/2020

Torrey Pines High School Walk-On

Djippov, Preslav, Boys Water Polo, Varsity, Fall Season, effective 03/09/2020