

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

Regular Meeting Agenda

3:30 P.M., November 10, 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 susan.dixon@sduhsd.net to receive a copy.

RECORDING OF PERSONNEL COMMISSION MEETINGS

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

CELL PHONES/ELECTRONIC DEVICES

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

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

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

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

Regular Meeting Agenda

3:30 P.M., November 10, 2020

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the *November 10, 2020*, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by _____, second by _____, to approve the agenda for the *November 10, 2020*, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the *October 13, 2020*, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by _____, second by _____, to approve the minutes for the *October 13, 2020*, Personnel Commission Regular Meeting.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.
 - A. California School Employees Association
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
Public comments, if any
 - A. Motion by _____, second by _____, to approve an eligibility list for Administrative Assistant II, SR 40, Promotional Only, effective 10/20/20.
 - B. Motion by _____, second by _____, to approve an eligibility list for Instructional Assistant Special Education – Behavior Intervention, SR 36, Open/Promotional, effective 10/26/20.

- C. Motion by _____, second by _____, to approve an eligibility list for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, effective 11/3/20.
- D. Motion by _____, second by _____, to approve an eligibility list for Nutrition Services Supervisor, SR Supervisory 4, Open/Promotional-Dual Certification, effective 11/4/20.

7. ELIGIBILITY LISTS TO BE ESTABLISHED

Public comments, if any

- A. Motion by _____, second by _____, to establish an Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, continuous filing.
- B. Motion by _____, second by _____, to establish an Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, continuous filing.
- C. Motion by _____, second by _____, to establish an Eligibility List for Irrigation Specialist, SR 41, Open/Promotional-Dual Certification, for six months.

8. CLASSIFICATION REVISIONS

- A. Motion by _____, second by _____, to revise the job description for Warehouse Supervisor as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

10. CORRESPONDENCE

Public Comments, if any

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 8, 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.

12. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., **October 13, 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.

Personnel Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

3. APPROVAL OF THE AGENDA FOR THE *OCTOBER 13, 2020*, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the *October 13, 2020*, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

4. APPROVAL OF THE MINUTES FOR THE *SEPTEMBER 15, 2020*, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the *September 15, 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 provided an overview of the many ways classified employees are adapting to changes resulting from COVID-19 (e.g. ingress & egress of students, spacing of students). “We are learning as we go.”
- B. San Dieguito Union High School District-None
- C. Public-None

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an eligibility list for Skilled Maintenance Worker, SR 49, Open/Promotional-Dual Certification, effective 9/11/20.
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 an eligibility list for Grounds Maintenance Worker II, SR 39, Open/Promotional-Dual Certification, effective 9/29/20.
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 an eligibility list for Instructional Assistant SpEd-Non-Severe, SR 34, Open/Promotional-Dual Certification, effective 9/30/20.
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 an eligibility list for Instructional Assistant SpEd-Severe, SR 36, Open/Promotional, effective 9/30/20.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

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 Administrative Assistant II, SR 40, Promotional Only, for six months.
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 Receptionist, SR 32, Open/Promotional-Dual Certification, for six months.
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 Instructional Assistant Behavior Intervention, SR 36, Open/Promotional, for six months.
Commissioner Baird reiterated his comment from last month regarding a sufficient pay differential between the IA classifications. Director Dixon reminded the commission that the upcoming job description review will examine the differential. Baird asked that San Diego Unified be included as a comparison.
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 establish an Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- E. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Nutrition Services Supervisor, SR Supervisory 4, Open/Promotional-Dual Certification, for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- F. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a continuous filing Eligibility List for Instructional Assistant SpEd-Non-Severe, SR 34, Open/Promotional-Dual Certification, for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- G. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a continuous filing Eligibility List for Instructional Assistant SpEd-Severe, SR 36, Open/Promotional, for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- H. Potential Use of the Existing Eligibility List for Custodian to fill a Custodian Floater Vacancy.

Director Dixon requested using the recently established eligibility list for Custodian to fill the Custodian Floater vacancy citing that the exam is the same and the use of the list would expedite filling a much needed position. Testing of candidates during COVID-19 is taking longer than the standard timeline and there is a concern that we could lose qualified applicants to other districts as most are hiring custodians at this time. The commissioners discussed the intent of Rule 6.11 and agreed that since the duties performed by incumbents in the two classifications are the same and the higher range of a Custodian Floater is based on the non-set work schedule of Custodian Floater, they would be agreeable to this exception of the rule. The commission agreed and stated that this shall not be considered precedent setting.

It was moved by John Baird, seconded by Jeff Charles, to use the existing Custodian Eligibility List, SR 32, to fill the current Custodian Floater, SR 33 vacancy.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

OR

Motion by _____, second by _____, to establish an Eligibility List for Custodian Floater, SR 33, Open/Promotional-Dual Certification, for six months.

There was no motion made for this alternative option.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

A. Vacancy Report

B. Personnel List Report

C. Other-Commissioner Baird reported on the most recent CSPCA meeting he attended.

8. CORRESPONDENCE

Public Comments-None

Director Dixon asked if the commissioners had received the email invitation to attend the San Diego Chapter's CSPCA meeting.

9. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 10, 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.

10. ADJOURNMENT

The meeting adjourned at 4:50 p.m.

San Dieguito Union High School District
Personnel Commission
Administrative Assistant II
Eligibility List
Promotional Only

Effective Date: 10/20/2020

Expires: 4/20/2020

<i>Applicant ID</i>	<i>Rank</i>
2579180	1
2228409	2
6387424	3
1219702	4

S. Dixon

San Dieguito Union High School District
Personnel Commission
Instructional Assistant Special Education - Behavior Intervention
Eligibility List
Open/Promo

Effective Date: 10/26/2020

Expiration Date: 4/26/2021

	<i>Applicant ID</i>	<i>Rank</i>
Promo	2827025	1

Open	6260604	1
	871211	2
	3477389	3
	6383340	4

S. Dixon

San Dieguito Union High School District
Personnel Commission
Nutrition Services Assistant II
Eligibility List - Open/Promotional-Dual Certification

Effective Date: 11/3/2020

Eligibility Expires 5/3/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
1981773	1	Promo
3687591	2	Promo
6339074	3	Open
6390063	4	Open

S. Dixon

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

Effective Date: 11/4/2020

Expiration Date: 5/4/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6371690	1	Open
1289402	2	Open
3099826	3	Open
1701475	3	Open
2705045	4	Open
6389267	5	Open
2716622	6	Open

S. Dixon



Union High School District

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

Classification Review Report	
Classification	Warehouse Supervisor
Classification Type	Classified
Salary Range	44
Submission to Classification Advisory Committee	September 29, 2020 October 27, 2020
Submission to Personnel Commission	November 10, 2020
Agenda Item	Classification Revisions – Job Description Updates

Background Information

The classification of Warehouse Supervisor is a single incumbent position. The current incumbent has been in the position since 2008. The Purchasing Department has experienced many changes over the years. The most notable change occurred approximately ten years ago when the Purchasing Department converted from a centralized warehouse model to a decentralized model where supplies are shipped directly to each department or school site rather than shipped to warehouse staff and stored in a warehouse. The advent of free one to two-day shipping was a key factor in switching to this model. With this change in model, it was no longer necessary to maintain a large warehouse of supplies in order to provide internal clients with quick access to needed materials. When the District did maintain a warehouse there were a number of staff in addition to the Warehouse Supervisor who supported the warehouse including Warehouse/Stores Workers and Warehouse/Delivery Drivers. As of now, only the classification of Warehouse Supervisor remains staffed.

When the job description for Senior Buyer was updated in 2018, Personnel Commission staff noted these changes and started to review the description for Warehouse Supervisor; however, at the time there were several new systems being implemented which were impacting the classification so it was determined it would be best to see how the changes affected the assignment before proceeding with an update.

At this time, the identified needs of the District and role of the position have stabilized such that it is appropriate to make some much needed revisions to the job description of Warehouse Supervisor. The revised description is attached for your review and submitted for your approval. Due to the unique broad range of tasks in this assignment, a salary survey is not included in this job description update.

Sources of Information

Director of Purchasing, Debbie Kelly
Associate Superintendent of Business Services, Tina Douglas
Associate Superintendent of Human Resources, Cindy Frazee

Recommendation

It is recommended that the job description for Warehouse Supervisor be revised as proposed.
There is not a recommendation to change the salary allocation.

Vote by Committee Members:

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

*Lara and Kelly abstained from voting as they are directly affected by the review

PURCHASING SPECIALIST

JOB SUMMARY:

The Purchasing Specialist performs a broad range of duties in support of the District's Purchasing Department. Duties include: oversight of the daily operations of the district-wide surplus inventory and asset management programs; distribution of mail, supplies and materials to school sites and departments and tasks related to the acquisition of supplies and materials.

REPRESENTATIVE DUTIES:

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

- Oversees receipt and distribution of purchased supplies and equipment.
- Receives all purchase orders in financial software system, works with accounts payable to ensure receipt/voucher is entered in a timely manner.
- Contacts customers to ensure items were received, receiving paperwork is signed and returned, and follows up on delayed orders, order issues, and returns.
- Communicates with shippers and suppliers regarding the receipt, shipping and condition of equipment and supplies.
- Researches discrepancies in shipping/shipped items.
- Monitors customer satisfaction of items received, resolves complaints and improves the quality of service and products provided.
- Reconciles differences between purchase orders and invoices.
- Oversees the District's asset management program; receives and tracks fixed assets in a computerized asset tracking system; assigns an identification number and tags the incoming item at the location it was received; software; monitors and adjusts tracking information as needed; schedules and monitors the movement of fixed assets; prepares reports related to fixed assets.
- Oversees the District's surplus inventory program; coordinates the pickup, inventory and sale of surplus items; organizes and maintains surplus storage facility; notifies staff of availability of items no longer in use, determines minimum bid and reserve amount when posted for public bidding.
- Oversees the District's physical data storage system; receives requests for pickup and retrieval of obsolete records; organizes records in storage facility; and maintains a record's tracking system.
- Oversees e-waste recycling and shredding program; picks up materials from sites and arranges for pickup from outside agency as needed.
- Processes outgoing mail and delivers to post office daily; picks up mail from post office as needed.

CLASSIFIED

- Creates monthly spreadsheet to charge sites/departments for postage/shipping expenses.
- Loads/unloads mail, supplies and equipment; drives scheduled delivery routes to school sites and offsite departments to deliver mail, supplies and materials.
- Picks up and delivers mail, supplies and equipment from outside agencies as needed.
- Documents deliveries, goods received and special categories of mail.
- Maintains assigned vehicle in a safe and clean condition (e.g. fuel, oil, tire pressure)
- Evaluates requisitions and works with district staff at all levels to determine the appropriate procurement methods, adherence to specifications, product and vendor choices, available piggyback options, shipping methods and location, discounts, shipping charges, options, fees, costs, and other factors to determine total cost and overall best value.
- Makes purchasing recommendations to the Director of Purchasing and district staff based upon factors such as cost, quality, specifications, date item(s) is needed, and best value.
- Works with district staff, vendors, other school districts, county agencies, state agencies, consortiums, Joint Powers of Authorities, and other organizations to evaluate purchasing options, provide support and information, and resolve disputes.
- Coordinates and maintains purchasing records, files, reports, purchase orders, quotes, requisitions, products, deliveries, vendors, piggyback bid documents, and other purchasing related documents in accordance with established procedures.
- Provides training and support to district staff in the use of the district financial software system as it relates to purchasing functions.
- Searches vendor-specific internet shopping sites to research products, pricing and other information.
- Negotiates price, discounts, specifications, shipping rates, and other variables that add value or reduce cost for the district.
- Reviews purchase order information to ensure accuracy and completeness and places orders in accordance with established procedures.
- Adheres to bid limits, service and public works contract requirements, and other California laws and regulations regarding purchasing, contracting, and bidding.
- Researches new products, contractors, suppliers, equipment, available purchasing contracts, and regulations to identify those which will enhance satisfaction, productivity, efficiency, effectiveness and/or safety of various operations inside and outside the classroom and to ensure conformity to regulations and budgetary guidelines.

CLASSIFIED

- Attends in-services, classes, workshops, and conferences to keep informed about changes and trends that effect purchasing activities and the financial software system.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Postal and shipping regulations
- Principles, practices, procedures, codes, rules and regulations related to inventory control
- Principles, practices, procedures, codes, rules and regulations related to asset management
- California Motor Vehicle Code and safe driving practices
- Methods and procedures used in purchasing goods and services for a school district
- Legal and procedural requirements related to purchasing, including applicable sections of State Education code and other applicable laws
- Accounting practices and procedures related to purchasing
- Financial software systems
- Vendor-specific web-based shopping sites
- Current, up-to-date office practices and procedures
- Electronic and manual record keeping practices
- Workplace math such as arithmetic operations, percents, rounding and problem solving
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Business writing, proofing, and editing

ABILITY TO:

- Provide information to others regarding surplus inventory, asset management delivery and purchasing practices and policies.
- Obtain, analyze, and evaluate bids and quotations.
- Research products, contractors, suppliers, equipment, and regulations.
- Process and reconcile purchase orders, requisitions, and invoices.
- Identify, investigate, and resolve order issues.
- Learn, interpret, apply and explain laws, codes, rules, policies and procedures.
- Keep informed about changes and trends in surplus inventory, asset management, delivery, purchasing and accounting practices.
- Compose written communications using correct grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date software applications to perform job duties efficiently.
- Communicate with courtesy, diplomacy, and tact.
- Establish and maintain cooperative working relationships with others.
- Establish and maintain records and files.
- Perform accurate math calculations.
- Plan, prioritize, and organize work, meeting schedules and timelines.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. College-level courses in business, purchasing, or a related field preferred. Two years of progressively responsible experience involving work with broad range of purchasing functions is required.

DISTINGUISHING CHARACTERISTICS

The Purchasing Specialist performs a broad range of duties across multiple functional areas in support of the Purchasing Department.

Differentiation between the Purchasing Specialist and the Buyer, the classification below the Purchasing Specialist, is distinguished as follows:

The **Buyer** is responsible for journey-level tasks related to the acquisition and record-keeping of district purchases.

Differentiation between the Purchasing Specialist and the Senior Buyer, a classification equal to that of the Purchasing Specialist, is distinguished as follows:

The **Senior Buyer** is an advanced-level classification responsible for the complex business procedures involved in purchasing. Incumbents in this classification perform duties focused on the acquisition of goods and services.

REQUIRED TESTING

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

CERTIFICATES/LICENSES

Valid California Class C or higher driver's license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

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

CLASSIFIED

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom	climbing/balancing, kneeling, twisting back
Seldom/Occasionally	stooping/bending, squatting/crouching, pushing and pulling, reaching above shoulder, reaching at shoulder, reaching below shoulder
Occasionally/Frequently	walking, standing, handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, lifting and carrying up to 50 lbs.

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with staff, vendors, and others. Able to respond to safety bells and emergencies. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Driving is a regular part of this assignment.

WAREHOUSE SUPERVISOR PURCHASING SPECIALIST

OVERALL JOB PURPOSE STATEMENT JOB SUMMARY:

~~Under the direction of the Director of Purchasing/Warehousing, the job of Warehouse Supervisor is done for the purposes of organizing and maintaining the supply warehouse operations including: receiving, storing and coordinating the delivery of supplies and equipment purchased by the District in an efficient and timely manner; ensuring required inventory levels are maintained; pulling items from shelves to full supply requisitions; ensuring their timely delivery to sites; and The Purchasing Specialist performs a broad range of duties in support of the District's Purchasing Department. Duties include: oversight of the daily operations of the district-wide surplus inventory and asset management programs; distribution of mail, supplies and materials to school sites and departments and tasks related to the acquisition of supplies and materials. verifying the accuracy, contents and condition of orders delivered to the warehouse by shippers and vendors including refusal of improper deliveries.~~

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: The Warehouse Supervisor is responsible for overseeing the day to day operation of the district's supply warehouse; and providing work direction, guidance, training and oversight to the warehouse personnel. This class differs from the Warehouse Lead Worker which is responsible for assisting in day to day activities of the supply warehouse operations which include the receiving and storing of supplies and equipment purchased by the District; maintaining warehouse inventory levels; pulling items from shelves to full supply requisitions; and verifying the accuracy, contents and condition of orders delivered to the warehouse by shippers and vendors.~~

REPRESENTATIVE DUTIES:

~~The position description describes the general nature of work performed.~~

ESSENTIAL FUNCTIONS

- ~~• Oversees receipt and distribution of purchased supplies and equipment (e.g. electronic store orders, prints, pulls, fills, etc.) for the purpose of maintaining inventory and providing needed items for district/school operations.~~
- ~~• Maintains warehouse inventory in accordance with Purchasing Department procedures for the purpose of providing equipment and supplies required for District/school operations in a timely manner.~~
- Receives all purchase orders in financial software system, works with accounts payable to ensure receipt/voucher is entered in a timely manner.
- Contacts customers to ensure items were received, receiving paperwork is signed and returned, and follows up on delayed orders, order issues, and returns.
- Communicates with shippers and suppliers regarding the receipt, shipping and condition of equipment and supplies.
- Researches discrepancies in shipping/shipped items (e.g. difference between purchase orders and packing slips, delivery schedules, etc.) for the purpose of ensuring that ordered items are received at ordered pricing.

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- Monitors customer satisfaction of items received, resolves complaints and improves the quality of service and products provided.
- Reconciles differences between purchase orders and invoices.
- Oversees the District's asset management program; receives and tracks fixed assets in a computerized asset tracking system; Assigns/completes fixed asset an identification number and tags to the incoming item at the location it was received; equipment for the purpose of establishing initial documentation of items to be tracked in fixed asset accounting softwaresystem; monitors and adjusts tracking information as needed; schedules and monitors the movement of fixed assets; prepares reports related to fixed assets.
- ~~Organizes warehouse for the purpose of maintaining an efficient and orderly operation for receipt/inventory/distribution of equipment and supplies.~~
- ~~Schedules/coordinates/oversees pickup, delivery and distribution activities of the warehouse for the purpose of ensuring timely and accurate delivery to District sites of supplies ordered and goods received.~~
- ~~Communicates with vendors, employees and public for the purpose of clarifying and conveying information regarding the receipt, shipment and condition of supplies and equipment.~~
- Oversees the District's surplus inventory program; Coordinates the pickup, inventory and sale of surplus items for the purpose of selling and liquidating unneeded/obsolete furniture, equipment, textbooks, etc.; organizes and maintains surplus storage facility; notifies staff of availability of items no longer in use, determines minimum bid and reserve amount when posted for public bidding.
- Oversees the District's physical data storage system; receives requests for pickup and retrieval of obsolete records; organizes records in storage facility; and maintains a record's tracking system.
- Oversees e-waste recycling and shredding program; picks up materials from sites and arranges for pickup from outside agency as needed.
- Processes outgoing mail and delivers to post office daily; picks up mail from post office as needed.
- Creates monthly spreadsheet to charge sites/departments for postage/shipping expenses.
- Loads/unloads mail, supplies and equipment; drives scheduled delivery routes to school sites and offsite departments to deliver mail, supplies and materials.
- Picks up and delivers mail, supplies and equipment from outside agencies as needed.
- Documents deliveries, goods received and special categories of mail.
- Maintains assigned vehicle in a safe and clean condition (e.g. fuel, oil, tire pressure)

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- Evaluates requisitions and works with district staff at all levels to determine the appropriate procurement methods, adherence to specifications, product and vendor choices, available piggyback options, shipping methods and location, discounts, shipping charges, options, fees, costs, and other factors to determine total cost and overall best value.
 - Makes purchasing recommendations to the Director of Purchasing and district staff based upon factors such as cost, quality, specifications, date item(s) is needed, and best value.
 - Works with district staff, vendors, other school districts, county agencies, state agencies, consortiums, Joint Powers of Authorities, and other organizations to evaluate purchasing options, provide support and information, and resolve disputes.
 - Coordinates and maintains purchasing records, files, reports, purchase orders, quotes, requisitions, products, deliveries, vendors, piggyback bid documents, and other purchasing related documents in accordance with established procedures.
 - Provides training and support to district staff in the use of the district financial software system as it relates to purchasing functions.
 - Searches vendor-specific internet shopping sites to research products, pricing and other information.
 - Negotiates price, discounts, specifications, shipping rates, and other variables that add value or reduce cost for the district.
 - Reviews purchase order information to ensure accuracy and completeness and places orders in accordance with established procedures.
 - Adheres to bid limits, service and public works contract requirements, and other California laws and regulations regarding purchasing, contracting, and bidding.
 - Researches new products, contractors, suppliers, equipment, available purchasing contracts, and regulations to identify those which will enhance satisfaction, productivity, efficiency, effectiveness and/or safety of various operations inside and outside the classroom and to ensure conformity to regulations and budgetary guidelines.
 - Attends in-services, classes, workshops, and conferences to keep informed about changes and trends that effect purchasing activities and the financial software system.
-
- ~~Performs various personnel functions under supervision (e.g. interviewing, evaluating, directing, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.~~
 - ~~Supervises warehouse operations for the purpose of ensuring completion of work in an efficient and timely manner in accordance with standards and practices.~~
 - ~~Assists in the performance of other job-related duties as assigned for the purpose of accomplishing organizational goals.~~

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

~~SKILLS, KNOWLEDGE OF: AND ABILITIES~~

- Postal and shipping regulations
- Principles, practices, procedures, codes, rules and regulations related to inventory control
- Principles, practices, procedures, codes, rules and regulations related to asset management

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- California Motor Vehicle Code and safe driving practices
- Methods and procedures used in purchasing goods and services for a school district
- Legal and procedural requirements related to purchasing, including applicable sections of State Education code and other applicable laws
- Accounting practices and procedures related to purchasing
- Financial software systems
- Vendor-specific web-based shopping sites
- Current, up-to-date office practices and procedures
- Electronic and manual record keeping practices
- Workplace math such as arithmetic operations, percents, rounding and problem solving
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Business writing, proofing, and editing

ABILITY TO:

- Provide information to others regarding surplus inventory, asset management delivery and purchasing practices and policies.
- Obtain, analyze, and evaluate bids and quotations.
- Research products, contractors, suppliers, equipment, and regulations.
- Process and reconcile purchase orders, requisitions, and invoices.
- Identify, investigate, and resolve order issues.
- Learn, interpret, apply and explain laws, codes, rules, policies and procedures.
- Keep informed about changes and trends in surplus inventory, asset management, delivery, purchasing and accounting practices.
- Compose written communications using correct grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date software applications to perform job duties efficiently.
- Communicate with courtesy, diplomacy, and tact.
- Establish and maintain cooperative working relationships with others.
- Establish and maintain records and files.
- Perform accurate math calculations.
- Plan, prioritize, and organize work, meeting schedules and timelines.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

~~**SKILLS** are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating forklift and other warehouse equipment; adhering to safety practices; and preparing and maintaining accurate records.~~

~~**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: warehouse security and safety practices and procedures; postal and shipping regulations; inventory of standard school supplies;~~

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~~procedures, forms and records of inventory control, purchasing, receiving and requisitioning; California Motor Vehicle Code and safe driving practices; and local destinations and routes.~~

~~**ABILITY** is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: organizing, planning and operating a warehouse efficiently and securely; understanding and following oral and written directions; working independently with minimal day-to-day direction; establishing and maintaining effective working relationships with a diverse population; meeting schedules and time lines often under changing priorities; maintaining accurate records; preparing reports; and communicating effectively both orally and in writing.~~

~~**RESPONSIBILITY**~~

~~Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.~~

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. College-level courses in business, purchasing, or a related field preferred. Two years of progressively responsible experience involving work with broad range of purchasing functions is required.

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking and 50% standing. The job is performed under some temperature extremes, some hazardous conditions, and in a clean atmosphere.~~

DISTINGUISHING CHARACTERISTICS

The Purchasing Specialist performs a broad range of duties across multiple functional areas in support of the Purchasing Department.

Differentiation between the Purchasing Specialist and the Buyer, the classification below the Purchasing Specialist, is distinguished as follows:

The **Buyer** is responsible for journey-level tasks related to the acquisition and record-keeping of district purchases.

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Differentiation between the Purchasing Specialist and the Senior Buyer, a classification equal to that of the Purchasing Specialist, is distinguished as follows:

The **Senior Buyer** is an advanced-level classification responsible for the complex business procedures involved in purchasing. Incumbents in this classification perform duties focused on the acquisition of goods and services.

EXPERIENCE

~~Job-related experience with increasing levels of responsibility is required.~~

EDUCATION

~~Targeted job-related education that meets organization's prerequisite requirements.~~

REQUIRED TESTING

~~Pre-employment Proficiency Test testing and assessment is required in order to demonstrate the minimum qualifications for the position.~~

CERTIFICATES/LICENSES

Valid California Class C or higher driver's license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

~~None Specified~~Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

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

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

<u>Seldom</u>	<u>climbing/balancing, kneeling, twisting back</u>
<u>Seldom/Occasionally</u>	<u>stooping/bending, squatting/crouching, pushing and pulling, reaching above shoulder, reaching at shoulder, reaching below shoulder</u>
<u>Occasionally/Frequently</u>	<u>walking, standing, handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, lifting and carrying up to 50 lbs.</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with staff, vendors, and others. Able to respond to safety bells and emergencies. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Driving is a regular part of this assignment.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 11/05/20

Classified Personnel

17 current/pending vacancies in 9 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
South	AM890	Student Health Care Specialist	40	1.00	Recrutiment in progress
CCA	AN058	Irrigation Specialist	40	1.00	Recrutiment in progress
TRANS	AA498	School Bus Driver	20	0.50	Recrutiment in progress
TRANS	AK204	School Bus Driver	20	0.50	Recrutiment in progress
DO	AI276	Receptionist	40	1.00	Selection interview November
TP	AA080	Receptionist	40	1.00	Selection interview November
SDA	AA081	Receptionist	40	1.00	Selection interview November
OC	AI506	Instructional Assistant SpEd Non-Severe	19.5	48.75	Selection interview November
CV	AI371	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview November
CCA	AA281	Nutrition Services Supervisor	40	1.00	Selection interview November 9
LCC	AA273	Nutrition Services Assistant II	18.75	0.47	Selection interview November 10
EW	AF997	Nutrition Services Assistant II	18.75	0.47	Selection interview November 10
TP	AJ839	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview November
Coast/SS	AH4436	Instructional Assistant SpEd Severe	27.5	0.69	Recrutiment in progress
FAC	AM913	Grounds Maintenance Equipment Operator	40	1.00	Selection interview November
Coast/SS	AJ674	Instructional Assistant SpEd Severe	27.5	0.69	Recrutiment in progress
Coast/SS	AJ180	Instructional Assistant SpEd Severe	27.5	0.69	Recrutiment in progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2020-21 school year per attached supplement through 06/30/21.
2. **Classified A.V.I.D. Tutors**, employment for the 2020-21 school year per attached supplement through 06/30/21.
3. **Classified Substitutes**, per attached supplement.
4. **Cardoso, Paco**, Custodian, SR32, 100.00% FTE, Canyon Crest Academy, effective 10/09/20.
5. **Hardy, Sonkyung**, Secretary, SR36, 48.75% FTE, Canyon Crest Academy, effective 09/10/20.
6. **Williams, Elizabeth**, Receptionist, SR32, 100.00% FTE, Canyon Crest Academy, effective 09/29/20.

Change in Assignment

1. **Ferrer, Jesus**, from Instructional Assistant-SpEd (S), SR36, 75.00% FTE, Requeza Education Center-COAST Academy, to Custodian, SR32, 100.00% FTE. San Dieguito High School Academy, effective 09/21/20.
2. **Prado, Cesar**, from Nutrition Services Assistant II, SR27, 46.87% FTE, La Costa Canyon High School to Custodian, S327, 100.00% FTE, La Costa Canyon High School, effective 10/01/20.

Leave of Absence

1. **Hein, Marlene**, Instructional Assistant-SpEd (NS), SR34, 81.25% FTE, La Costa Canyon High School, requests a 100.00% Unpaid Leave of Absence, effective 09/15/20 through 10/30/20.
2. **Leedy, Russell**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Carmel Valley Middle School, requests a 100.00% Unpaid Leave of Absence, effective 10/02/20 through 04/02/21.
3. **Lim, Ming-Yi**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, requests a 100.00% Unpaid Leave of Absence, effective 09/16/20 through 12/18/20.
4. **Magana, Vanessa**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, Requeza Education Center-COAST Academy, requests a 100.00% Unpaid Leave of Absence, effective 09/14/20 through 12/31/20.
5. **Maki, Camilla**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, San Dieguito High School Academy, effective 09/15/20 through 01/22/21.
6. **Pearson, Taylor**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, Requeza Education Center-COAST Academy, requests a 100.00% Unpaid Leave of Absence, effective 09/14/20 through 10/02/20.

Resignation

1. **Ghinazzi, Janie**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School, effective 09/11/20.
2. **MacManus, Carol**, Receptionist, SR32, 100.00% FTE, Torrey Pines High School, resignation for the purpose of retirement, effective 10/30/20.
3. **Shaul, John**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School, effective 09/11/20.
4. **Taylor, Ezekiel**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, Requeza Educational Center-COAST Academy, effective 09/11/20.

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10/15/20
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Classified Personnel Supplement, October 15, 2020

AVID Tutors

Baker, Joseph, Canyon Crest Academy, Pacific Trails Middle School, effective 09/25/2020
Barnes, Nikole, San Dieguito High School Academy, effective 09/21/2020
Chavez, Angel, Diegueno Middle School, San Dieguito High School Academy, effective 09/25/2020
Cortez, Andrea, La Costa Canyon High School, effective 09/25/2020
Garcia, Lizeth, Oak Crest Middle School, effective 09/29/2020
Garcia Zavalza, Myrka, Diegueno Middle School, effective 09/02/2020
Gutierrez-Hernandez, Israel, Torrey Pines High School, effective 09/18/2020
Jamila, Michael, San Dieguito High School Academy, effective 09/21/2020
Laymon, Kaleolani, Canyon Crest Academy, Pacific Trails Middle School, effective 09/30/2020
Mauricio Salinas, Mine, San Dieguito High School Academy, effective 09/24/2020
Phung, Ngoc, Carmel Valley Middle School, effective 09/25/2020
Ramales, Sandra, Earl Warren Middle School, effective 09/11/2020
Rosales, Nohemia, San Dieguito High School Academy, effective 09/21/2020
Sandoval-Aguliar, Tomas, San Dieguito High School Academy, effective 09/21/2020
Serrano, Gemma, Earl Warren Middle School, effective 09/25/2020
Velazquez, Eunice, San Dieguito High School Academy, effective 09/21/2020

Artists in Residence, CCA

Allen, Sherri, Envision Theatre Arts, effective 09/15/2020
Atesalp, Michael, Envision VPA, effective 09/18/2020
Aust, Emily, Envision Theatre Arts, effective 09/18/2020
Blanchard, Ralph, Envision Theatre Arts, effective 09/15/2020
Carr, Nancy, Envision Theatre Arts, effective 09/15/2020
Dunnan, Nikki, Envision Dance, effective 09/25/2020
Goldman, Kenneth, EVA Envision, effective 09/22/2020
Goldman, Stephanie, EVA Envision, effective 09/22/2020
Krumbein, Jean, EVA Envision, effective 09/22/2020
Lipinsky, Steve, Envision Theatre Arts, effective 09/15/2020
McCarty, Blake, Envision Theatre Arts, effective 09/15/2020
O'Neill, Helen, Envision Humanities, effective 09/15/2020
Sapper, Katherine, Envision Theatre Arts, effective 09/15/2020
Somphanh, Souphaphone, Envision Dance, effective 09/25/2020
Sullivan, Skyler, Envision Theatre Arts, effective 09/15/2020
Wang, Paul, Envision VPA, effective 09/15/2020
Weinberg, Sadie, Envision Dance, effective 09/15/2020
Wolfe, Sharon, Envision Theatre Arts, effective 09/15/2020

Artist in Residence, DMS

Ebner, Steven, Music, effective 09/17/2020
Freidman, Alina, Music, effective 09/17/2020
Janelli, Michele, Music, effective 09/17/2020
Stevens, Logan, Music, effective 09/17/2020

Artist in Residence, OCMS

Ebner, Steven, Music, effective 09/19/2020
Freiman, Alina, Music, effective 09/19/2020
Janelli, Michele, Music, effective 09/19/2020
Stevens, Logan, Music, effective 09/19/2020

Artist in Residence, SDA

Ebner, Steven, Music, effective 09/29/2020
Freiman, Alina, Music, effective 09/29/2020
Janelli, Michele, Music, effective 09/29/2020
Stevens, Logan, Music, effective 09/29/2020
Miller, Scott, Music, effective 09/29/2020
Shrader, Samuel, Writing Lab Tutor, effective 09/17/2020

Classified Substitutes

DelleTorri, Alexandra, Instructional Assistant - Special Education, effective 09/30/2020
Diaz, Nancy, Custodian, effective 09/04/2020
Mackle, Duke, Instructional Assistant - Special Education, effective 09/30/2020