

San Dieguito Union High School District PERSONNEL COMMISSION

Regular Meeting

3:30 P.M., April 14, 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](mailto:susan.dixon@sduhsd.net) prior to the start of the meeting. Include in the email 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 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](http://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](mailto: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., April 14, 2020  
Virtual Meeting

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**REGULAR MEETING/OPEN SESSION**

1. Call to Order..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the April 14, 2020, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the April 14, 2020 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the March 10, 2020, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the March 10, 2020, Personnel Commission Regular Meeting.

**ACTION ITEMS (See Supplements)**

5. ELIGIBILITY LISTS TO BE ESTABLISHED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for Registrar, SR 40, Open/Promotional, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Facilities Construction Planner, SR 52, Open/Promotional-Dual Certification, effective from 3/12/20.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Locksmith, SR 47, Open/Promotional-Dual Certification, effective from 3/12/20.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an updated Eligibility List for Instructional Assistant Special Education – Non-Severe, SR 34, Open/Promotional-Dual Certification, effective from 3/11/20.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

7. PROPOSED 2020-2021 BUDGET REVIEW (First Read)
8. STAFF COMMENTS ON PERSONNEL ACTIVITIES
  - A. Vacancy Report
  - B. Personnel List Report
  - C. Other
9. CORRESPONDENCE

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

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. 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 PM, March 10, 2020  
710 Encinitas Blvd., Encinitas, CA 92024  
San Dieguito Union High School District Office - Board Room

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**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.

Members in Attendance

John Baird  
Jeff Charles  
Justin Cunningham

Staff in Attendance

Susan Dixon, Director  
Kathy Potter, Human Resources Technician

Guests

Carmen Blum  
April Llamas  
Tina Peterson

3. APPROVAL OF THE AGENDA FOR THE MARCH 10, 2020, PERSONNEL COMMISSION REGULAR MEETING.  
It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the agenda for the March 10, 2020, Personnel Commission Regular Meeting.  
*Passed unanimously*
  
4. APPROVAL OF THE MINUTES FOR THE FEBRUARY 11, 2020, PERSONNEL COMMISSION REGULAR MEETING.  
It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the minutes for the February 11, 2020, Personnel Commission Regular Meeting with an amendment to the Public Comments Section as follows: 10.C. Public – Carmen Blum provided an updated list of employees who self-identified as bilingual.  
*Passed unanimously*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED
  - A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Nutrition Services Operations Supervisor, Supervisory Salary Range 11, Open/Promotional-Dual Certification, six months eligibility.
  - B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Director of Maintenance & Operations, Management Salary Range 5, Group 4, Open/Promotional-Dual Certification, six months eligibility (pending approval of item 7).

- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Facilities Construction Planner, SR 52, Open/Promotional-Dual Certification, six months eligibility.  
*All passed unanimously*

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Communications Coordinator, Management Salary Range 11, Open/Promotional-Dual Certification, effective from 2/25/20.
- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Custodian, SR 32, Open/Promotional- Dual Certification, effective from 3/4/20.
- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Custodian Floater, SR 33, Open/Promotional-Dual Certification, eligibility from 3/4/20.
- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a continuous filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, update effective as of 3/4/20.  
*All passed unanimously*

7. CLASSIFICATIONS REVIEWS

Director of Maintenance & Operations

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a new classification of Director of Maintenance & Operations and approve the job description as presented.
- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to recommend to the SDUHSD Board of Education allocating the classification of Director of Maintenance & Operations to Salary Range 4 of the Management Employees Salary Schedule.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

8. DUTIES AND ROLES OF THE PERSONNEL COMMISSION VERSUS THE SCHOOL BOARD REGARDING CLASSIFICATION AND SETTING OF SALARY RANGES

Director Dixon provided a handout referencing California Education Code 45268 and Rules 14.1 and 14.2 from the SDUHSD Rules & Regulations for the Classified Service. Commissioner Baird referenced the Public Employees Relations Board (PERB) cases 177 and 322 and the Educational Employment Relations Board decision #40 and noted that CSEA has the right to negotiate salaries and reclassifications. The commissioners and director shared their opinions as to how a disagreement between the board and the commission might be approached and resolved

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other – Director Dixon commended Analyst Barbara Bass who has been busy developing several new comprehensive exams such as Locksmith.

10. CORRESPONDENCE – None.

11. PUBLIC COMMENTS

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

- A. California School Employees Association - None
- B. San Dieguito Union High School District

C. Public – Carmen Blum spoke regarding concerns she has about whether the District is providing sufficient bilingual services to non-English speakers and provided a translated document from Diegueno Middle School in which she highlighted errors.

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 14, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNED – 5:08 PM

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

Effective Date: 3/12/2020

Eligibility Expires 9/12/2020

<i>Applicant ID</i>	<i>Rank</i>
6318002	1
3748992	2
3377688	3
6308518	4

S. Dixon

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

Effective Date: 3/12/2020

Expires 9/12/2020

<i>Applicant ID</i>	<i>Rank</i>
3760100	1
6304164	2

S. Dixon



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: 3/11/2020

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
3916433	1	9/11/2020
6317399	2	9/11/2020
5387354	3	5/12/2019
6227133	4	7/27/2020
2567270	5	7/27/2020
3211408	6	9/11/2020
3759978	7	9/11/2020
5872609	8	7/27/2020
2954767	9	9/11/2020
3686506	10	5/12/2019
6220180	10	9/11/2020

S. Dixon

# 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

April 14, 2020

TO: Personnel Commission  
FROM: Susan Dixon  
Director of Classified Personnel  
SUBJECT: Agenda Item #7, Proposed Personnel Commission Budget for 2020-21

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Education Code 45253 and the Rules and Regulations for the Classified Service provide that the Personnel Commission shall prepare and adopt an annual budget for the Commission operations. The budget must be prepared for a public hearing prior to May 30 of each year. The Personnel Commission cannot take action to adopt its budget prior to a public hearing of the budget. The public hearing for the 2020-21 Personnel Commission budget shall be set for May 12, 2020 at the regularly scheduled Personnel Commission meeting.

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

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				191
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				95,943
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				0
Advertising	930	2,100	939		1,161	2,100
Communications-Postage		25	0		25	25
	<b>301,683</b>	<b>417,417</b>	<b>166,049</b>	<b>119,880</b>	<b>32,270</b>	<b>444,996</b>
<b>Personnel Commission Total</b>	<b>301,683</b>	<b>417,417</b>	<b>166,049</b>	<b>119,880</b>	<b>0</b>	<b>32,270</b>
					<b>444,996</b>	

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

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

### VACANCY REPORT 4/6/20

8 current/pending vacancies in 6 different job classifications

SITE	SLOT	JOB TITLE	HRS/WK	FTE	STATUS
DO	AL928	Nutrition Services Operations Supervisor	40	1.00	Developing virtual testing.
FAC	AA204	Locksmith	40	1.00	Considering virtual interviews.
TECH	AA036	Administrative Assistant II	40	1.00	Selection interviews completed. Selection not yet indicated.
FAC	AI851	Facilities Construction Planner	40	1.00	Considering virtual interviews.
CV	AJ224	Instructional Assistant Spec Ed – Non-Severe	30	0.75	Selection interviews on hold.
OC	AJ220	Instructional Assistant Spec Ed – Non-Severe	30	0.75	Selection interviews on hold.
TP	NEW	Instructional Assistant Spec Ed – Non-Severe	30	0.75	Selection interviews on hold.
NUTR		Nutrition Services Assistant I			On hold
Sunset/DO	NEW	Registrar	40	1.00	Recruiting

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Classified Substitutes**, per attached supplement.
2. **Coaches**, employment for the 2019-20 school year per attached supplement through 06/30/20.
3. **Leati, Brianne**, Receptionist, SR32, 100.00% FTE, Canyon Crest Academy, effective 03/09/20.
4. **Perez, Juan Antonio**, Director of Transportation, Management G5, R4, 100.00% FTE, Transportation Department, effective, 03/09/20.
5. **Szabo, Sheila**, Secretary, SR36, 48.75% FTE, Canyon Crest Academy, effective 03/02/20.

#### Change in Assignment

1. **Magana, Vanessa**, from Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Carmel Valley Middle School to Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 03/02/20.

#### Leave of Absence

1. **Magana, Vanessa**, from 100.00% Unpaid Leave of Absence to Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 03/02/20.
2. **Paredes, Kate**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, Torrey Pines High School, requests a 100.00% Unpaid Leave of Absence, effective 03/02/20 through 04/17/20.

#### Release from Probation

1. **Employee Number 414-245**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Oak Crest Middle School, effective 03/02/20.

#### Resignation

1. **Dewitt, Donovan**, Nutrition Services Assistant I, SR25, 28.12% FTE, Earl Warren Middle School, effective 02/28/20.
2. **Terry, Patricia**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School, effective 03/11/20.
3. **Vaughn, Brittney**, Nutrition Services Operations Supervisor, SR11, 100.00% FTE, Nutrition Services, effective 03/13/20.



sj  
03/19/20  
classbdagenda