

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

Regular Meeting Agenda

3:30 P.M., April 13, 2021

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., April 13, 2021

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the April 13, 2021, Personnel Commission Regular Meeting.

Public Comment, if any

Motion by _____, second by _____, to approve the agenda for the April 13, 2021, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the March 9, 2021, Personnel Commission Regular Meeting.

Public Comment, if any

Motion by _____, second by _____, to approve the minutes for the March 9, 2021, 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 a Continuous Filing Eligibility List For Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 3/5/21, individual eligibility for six months.
- B. Motion by _____, second by _____, to approve an Eligibility List for Contracts Analyst, SR 62, Open/Promotional-Dual Certification, effective 3/10/21.
- C. Motion by _____, second by _____, to approve an Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification, effective 3/15/21.
- D. Motion by _____, second by _____, to approve an Eligibility List for Student Health Care Specialist, SR 38, Open/Promotional-Dual Certification effective 3/17/21.
- E. Motion by _____, second by _____, to approve an Eligibility List for HVAC Technician, SR 49, Open/Promotional-Dual Certification, effective 3/24/21.
- F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 3/29/21, individual eligibility for six months.
- G. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Severe, SR 36, Open/Promotional, updated 3/29/21, individual eligibility for six months.
- H. Motion by _____, second by _____, to approve an Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, effective 3/29/21.
- I. Motion by _____, second by _____, to approve an Eligibility List for Learning Commons Technician I, SR40, Open/Promotional-Dual Certification, effective 4/2/21.
- J. Motion by _____, second by _____, to approve an Eligibility List for Lead Vehicle and Equipment Mechanic, SR 52, Open/Promotional, effective 4/6/21.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Student Health Care Specialist, SR 38, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Grounds Maintenance Worker II, SR 39, Open/Promotional-Dual Certification.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. PROPOSED 2021-2022 BUDGET REVIEW (First Read)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

A. Vacancy Report

B. Personnel List Report

C. Other

10. CORRESPONDENCE – None at time of agenda posting

Public Comments, if any

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 11, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

12. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, March 9, 2021
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by Commission Chair JEFF CHARLES

2. PLEDGE OF ALLEGIANCE

Commissioner Charles 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
Kathy Potter, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE March 9, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the March 9, 2021, Personnel Commission Regular Meeting.

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

4. APPROVAL OF THE MINUTES FOR THE February 9, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the February 9, 2021, 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 commented that the Classified School Employee of the Year had been recognized. Commissioner Baird asked about the status of schools reopening, Ms. Llamas and Director Dixon provided an overview.
- 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 JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Campus Supervisor, SR 32, Open/Promotional-Dual certification, effective 2/08/21.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, updated 2/11/21, individual eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 2/16/21, individual eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- D. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 2/18/21, individual eligibility for six months.
John Baird-Aye
Jeff Charles-Aye

Justin Cunningham-Aye
Passed with three Ayes

- E. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Human Resources Technician, SR 42, Open/Promotional-Dual Certification, effective 3/04/21.

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

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification.

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

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for HVAC Technician, SR49, Open/Promotional-Dual Certification. Commissioner Baird asked about the update to the job description mentioned last month. Dixon responded that there were no changes made to the duties, knowledge or abilities. The update was specific to the minimum qualifications required to work in this capacity (e.g. certification). A revised description will be presented in the future.

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

- C. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Lead Vehicle and Equipment Mechanic, SR52, Open/Promotional.

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

- D. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Learning Commons Technician I, SR40, Open/Promotional-Dual Certification.

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

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

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

9. CORRESPONDENCE-

Public Comments- None

Commissioner Baird shared that as president of the local CSPCA Chapter, he has arranged for a virtual training on March 17 and each chapter member should have received an email notification. He also shared that he and Director Dixon updated the state CSPCA's Commissioner Handbook which would be sent to all new commissioners.

Director Dixon shared that an email was sent to all employees announcing Ana Maria Ochoa as the 2021 District-wide Classified Employee-of-the-Year.

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 13, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

11. CLOSED SESSION

The commissioners and Director went into closed session at 4:18pm to discuss an administrative matter relative to Personnel Commission staff.

12. RECONVENE TO OPEN SESSION

The meeting reconvened to open session at 4:35pm. Director Dixon reported that she shared temporary changes to staff work assignments due to a vacancy in the Human Resources Department and COVID-19 protocols.

13. ADJOURNED – 4:36 PM

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.

Updated On: 3/5/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
3244001	1	7/25/2021
1650788	2	3/29/2021
3330376	3	3/29/2021
6412801	4	7/4/2021
6282603	4	3/29/2021
6399294	4	7/4/2021
6349800	5	9/29/2021
6425039	6	8/16/2021
3829076	6	7/25/2021
1015111	7	7/25/2021
2429353	8	9/5/2021
3721348	9	7/4/2021
2954767	10	7/25/2021
6363177	11	3/29/2021
6393681	12	5/19/2021

S. Dixon

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

Effective Date: 3/10/21

Expiration Date: 9/10/2021

<i>Applicant ID</i>	<i>Rank</i>
3629638	1
3923436	2

S. Dixon

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

Effective Date: 3/15/2021

Expiration Date: 9/15/2021

<i>Applicant ID</i>	<i>Rank</i>
3215656	1
2777267	1
6441715	2
3197426	3
6419003	3
2030378	3
868344	4
2679047	5
6389958	6
6447878	6

S. Dixon

San Dieguito Union High School District
Personnel Commission
Student Health Care Specialist
Eligibility List
Open/Promotional-Dual Certification

Effective Date: 3/17/2021
Expiration Date: 9/17/2021

<i>Applicant ID</i>	<i>Rank</i>
27139719	1

S. Dixon

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

Effective Date: 3/24/2021

Expiration Date: 9/24/2021

<i>Applicant ID</i>	<i>Rank</i>
1601949	1
6461230	2
6451344	3
6456451	4

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.

Updated On: 3/29/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
3244001	1	7/25/2021
6410051	2	9/29/2021
6412801	3	7/4/2021
6399294	3	7/4/2021
6349800	4	9/29/2021
1533724	4	9/29/2021
6425039	5	8/16/2021
3829076	5	7/25/2021
1015111	6	7/25/2021
2429353	7	9/5/2021
3721348	8	7/4/2021
2208784	9	9/29/2021
6393681	10	5/19/2021

S. Dixon

San Dieguito Union High School District
Personnel Commission
Instructional Assistant Special Education - Severe
Eligibility List - Continuous Filing
Open/Promo

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

Effective date: 3/29/2021

Applicant ID Rank Eligibility Expires

Promotional List - None at this time

Open List

6418081	1	9/29/2021
3199965	2	6/10/2021
6384267	3	7/25/2021

San Dieguito Union High School District
Personnel Commission

Custodian

Eligibility List

Open/Promo-Dual Certification

Effective Date: 3/29/2021

Expires: 9/29/21

<i>Applicant ID</i>	<i>Rank</i>
6432349	1
6296436	2
2041743	2
3430098	3
3000647	4
6420498	5
3856296	5
3782810	6

S. Dixon

San Dieguito Union High School District
Personnel Commission
Learning Commons Technician I
Eligibility List
Open/Promo-Dual Certification

Effective Date: 4/2/2021

Expiration Date: 10/2/2021

<i>Applicant ID</i>	<i>Rank</i>
6344345	1
6336460	2
6470828	3

S. Dixon

San Dieguito Union High School District
Personnel Commission
Lead Vehicle and Equipment Mechanic
Eligibility List
Open/Promotional

Effective Date: 4/6/2021 Expiration Date: 10/6/2021

	<i>Applicant ID</i>	<i>Rank</i>
Promotional List	6456640	1
Open List	2786325	1

S. Dixon



Board of Trustees
Michael Allman
Melisse Mossy
Maureen "Mo" Muir
Katrina Young

Superintendent
Robert A. Haley, Ed.D.

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Telephone (760) 753-6491
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Classified Personnel Commission
John Baird, Commissioner
Jeff Charles, Commissioner
Justin Cunningham, Commissioner
Susan Dixon, Director

April 13, 2021

TO: Personnel Commission
FROM: Susan Dixon
Director of Classified Personnel
SUBJECT: Agenda Item #8, Proposed Personnel Commission Budget for 2021-22

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 2021-22 Personnel Commission budget shall be set for May 11, 2021 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 met with Finance staff to review each budget line item prior to this meeting. Both the Associate Superintendent of Business Services and the Director of Fiscal Services stated they had no concerns with the proposed budget.

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. The actual cost will be slightly higher than the amount reflected here and will be adjusted for the May revision. We have been notified that the unemployment rate is increasing from a .05% to 1.23% due to COVID.

“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.

“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 previous year’s budgets.

“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 used this twice during the past year when we were unable to secure a rater during the regular work calendar. 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 previous 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) and performance exam panel members with lunch. Due to administering virtual exams this year, we did not incur any expenses this fiscal year. We project the same volume of recruiting to occur in the coming fiscal year as we experienced the past couple of years and anticipate some of the performance exams and QAIs will be conducted in-person. As presented last year, we learned that the refreshment budget may also need to be utilized to purchase lunch for those providing services at a hearing so the budget allows for that potential expense as well. 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. Last year we were not able to have an in-person celebration; this may be the case again this year. This past year, and potentially for this current year, the money was/will be used for individual personal recognition.

“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. There was not a conference held this current fiscal year (usually held in late January/early February). It is anticipated there will be a conference this coming fiscal year; however, no details have been provided as of yet. 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 the same as last year. 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.

“Rents & Leases” and “Copy Charges” are directly related as they cover our copier machine lease and the associated cost of each copy/scan. 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). It’s hard to anticipate this expense for the coming year; however, we’ve had no indication that fees or usage will increase. The Personnel Commission staff continues to move towards paperless processes whenever possible.

“Professional/Consult Services” was not budgeted in previous years; however, last year we started funding this budget when we learned that costs for services associated with appeal hearings are paid out of this budget (e.g. court reporter, translator). The 2021-22 proposed budget takes into account the possibility of hearings with associated costs. Based on expenses incurred in a recent 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. We will leave half the money unencumbered so as to be able to select an attorney from a legal firm to serve as a hearing officer or if the commission has a need to select its own counsel.

“Computer Licensing” had not been utilized for a number of years; however, last year we contracted with Eskill to have an online candidate testing platform. We will be renewing our service agreement for the 2021-22 fiscal year.

“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 2021-22 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.

Object Description	2020-21 Budget	2020-21 Expenses	2020-21 Encumbrances & Pre-Encumbrances	2020-21 Remaining Balance	2021-22 Budget
Cert Board Members Salary	900	400	200	300	900
Benefits					202
Class Superv & Admin Salaries	135,263	90,175	45,088	0	150,292
Class Board Members Salary	1,800	800	400	600	1,800
Clerical And Office Salaries	151,050	100,271	50,793	(14)	151,050
Clerical Overtime Wages	1,500	0	0	1,500	1,500
Clerical-Extra Help	500	0	0	500	500
Benefits					100,712
Materials And Supplies	1,350	0	0	1,350	1,350
Refreshments	950	0	0	950	950
Classif.Empl.Recognition	0	0	0	0	150
Non-Capitalized Tech Equipment	0	0	0	0	0
Conference,Workshop,Sem.	5,400	0	0	5,400	5,400
Mileage	500	0	0	500	500
Dues And Memberships	3,200	3,150	0	50	3,200
Rents & Leases	3,000	1,362	1,222	416	3,000
Copy Charges	2,000	292	716	992	2,000
Professional/Consult Svs	10,000	453	0	9,547	10,000
Legal Expense	14,275	0	0	14,275	14,275
Computer Licensing	0	4,500	0	(4,500)	5,000
Advertising	2,100	945	0	1,155	2,100
Communications-Postage	25	0	0	25	25
	333,813	202,349	98,419	33,045	454,906

**2020-2021 Budget
Personnel Commission**

Resource Description	Resource	Goal	Func	Object	Site	Oper Unit	Object Description	2020-21 Budget	2020-21 Expenses	2020-21 Encumbrances & Pre-Encumbrances	2020-21 Remaining Balance	2021-22 Budget	NOTES
Human Resources													
PERSONNEL COMMISSION													
0100	0000641	0000	7490	1900001	016	001	Cert Board Members Salary	900	400	200	300	900	
				3xxx			Benefits					202	
0100	0000641	0000	7490	2300000	016	001	Class Superv & Admin Salaries	135,263	90,175	45,088	0	150,292	
0100	0000641	0000	7490	2300001	016	001	Class Board Members Salary	1,800	800	400	600	1,800	
0100	0000641	0000	7490	2400000	016	001	Clerical And Office Salaries	151,050	100,271	50,793	(14)	151,050	
0100	0000641	0000	7490	2400056	016	001	Clerical Overtime Wages	1,500	0	0	1,500	1,500	
0100	0000641	0000	7490	2400058	016	001	Clerical-Extra Help	500	0	0	500	500	
				3xxx			Benefits					100,712	
0100	0000641	0000	7490	4300000	016	001	Materials And Supplies	1,350	0	0	1,350	1,350	
0100	0000641	0000	7490	4300012	016	001	Refreshments	950	0	0	950	950	
0100	0000641	0000	7490	4300013	016	001	Classif.Empl.Recognition	0	0	0	0	150	
0100	0000641	0000	7490	4400009	016	001	Non-Capitalized Tech Equipment	0	0	0	0	0	
0100	0000641	0000	7490	5200020	016	001	Conference,Workshop,Sem.	5,400	0	0	5,400	5,400	
0100	0000641	0000	7490	5200030	016	001	Mileage	500	0	0	500	500	
0100	0000641	0000	7490	5300000	016	001	Dues And Memberships	3,200	3,150	0	50	3,200	
0100	0000641	0000	7490	5600002	016	001	Rents & Leases	3,000	1,362	1,222	416	3,000	
0100	0000641	0000	7490	5600008	016	001	Copy Charges	2,000	292	716	992	2,000	
0100	0000641	0000	7490	5800001	016	001	Professional/Consult Svs	10,000	453	0	9,547	10,000	
0100	0000641	0000	7490	5800004	016	001	Legal Expense	14,275	0	0	14,275	14,275	
0100	0000641	0000	7490	5800008	016	001	Computer Licensing	0	4,500	0	(4,500)	5,000	
0100	0000641	0000	7490	5800010	016	001	Advertising	2,100	945	0	1,155	2,100	
0100	0000641	0000	7490	5900002	016	001	Communications-Postage	25	0	0	25	25	
PERSONNEL COMMISSION Total								333,813	202,349	98,419	33,045	454,906	
Personnel Commission Total								333,813	202,349	98,419	33,045	454,906	

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 4/01/21

Classified Personnel

7 current/pending vacancies in 6 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
COAST	AN149	Instructional Assistant SpEd- Severe	27.5	68.75	Recruitment in progress
TPHS	AG369	Instructional Assistant SpEd- Severe	30	0.75	Recruitment in progress
TRANS	AA555	Lead Vehicle & Equipment Mechanic	40	1.00	Selection interview April
LCC	AG102	Learning Commons Technician	40	1.00	Selection interview April
DG Café	AI917	Nutrition Services Assistant I	12.5	0.31	Recruitment in progress
TRANS	AB960	School Bus Driver	20	0.50	Recruitment in progress
Itinerant-South	AM890	Student Health Care Specialist	40	1.00	Recruitment 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. **Coaches**, employment for the 2020-21 school year per attached supplement through 06/30/21.
5. **Anguiano Arevalo, Mario**, Nutrition Services Assistant I, SR25, 43.75% FTE, Torrey Pines High School, effective 02/16/21.
6. **Briseno, Laura**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Earl Warren Middle School, effective 03/08/21.
7. **Brent, Ryan**, Campus Supervisor, SR32, 100.00% FTE. San Dieguito High School Academy, effective 03/01/21.
8. **Dale, Misha**, Campus Supervisor, SR32, 100.00% FTE. San Dieguito High School Academy, effective 02/22/21.
9. **Deperio, Jay Brayden**, Instructional Assistant-SpEd (BI), SR36, 68.75% FTE, Requeza Educational Center - COAST Academy, effective 02/22/21.
10. **Deshpande, Saylee**, Nutrition Services Assistant I, SR25, 43.75% FTE, La Costa Canyon High School, effective 03/01/21.
11. **Garner, Marianne**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, La Costa Canyon High School, effective 02/22/21.
12. **George, Alexandra**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Carmel Valley Middle School, effective 03/01/21.
13. **Molina, Maria**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Torrey Pines High School, effective 02/22/21.
14. **Roberson, Britney**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, San Dieguito High School Academy, effective 02/17/21.
15. **Stanley, Jasmine**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, La Costa Canyon High School, effective 02/19/21.

Change in Assignment

1. **Flower, Alan**, from Instructional Assistant-SpEd (S), SR36, 75.00% FTE, Torrey Pines High School to Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Torrey Pines High School, effective 03/01/21.

Leave of Absence

1. **Montes, Marcelle**, Secretary, SR36, 100.00% FTE, San Dieguito High School Academy, requests a 100.00% Unpaid Leave of Absence, effective 03/15/21 through 04/23/21.

Resignation

1. **Kondragunta, Swarupa**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, effective 02/26/21.
2. **Rowe, Jason**, HVAC Technician SR49, 100.00% FTE, Facilities Department, effective 02/26/21.

sj
03/18/21
classbdagenda

Classified Personnel Supplement, March 18, 2021

Artist in Residence

1. **Leitner, Serena**, Digital Design, effective 03/03/21

AVID Tutors

1. **Carillo, Aida**, Canyon Crest Academy, effective 02/22/2021

Classified Substitutes

1. **Rivera, Rubi**, Instructional Assistant, effective 02/05/2021

Coaches

Canyon Crest Academy Certificated

1. **Black, Christopher**, Boys Tennis, Varsity Head, effective 02/15/2021
2. **Black, Christopher**, Girls Tennis, Varsity Head, effective 02/15/2021
3. **Corman, Andrew**, Boys Track, Varsity Head, effective 02/15/2021
4. **Lackey, Dustin**, Girls Golf, Varsity Head, effective 02/15/2021
5. **Wahlstrom, Michael**, Softball, Varsity Head, effective 02/15/2021

Canyon Crest Academy Walk-On

1. **Betts, Phoebe**, Swimming, Junior Varsity Assistant, effective 02/15/2021
2. **De La Vega, Luis**, Cross Country, Junior Varsity Assistant, effective 02/15/2021
3. **De La Vega, Luis**, Track, Varsity Assistant, effective 02/15/2021
4. **De Petro, Gabrielle**, Field Hockey, Varsity Assistant, effective 02/15/2021
5. **Kalt, Samantha**, Field Hockey, Junior Varsity Assistant, effective 02/15/2021
6. **Liu, David**, Tennis, Varsity Assistant, effective 02/15/2021
7. **McClanahan, Dennis**, Track and Field, Varsity Assistant, effective 02/15/2021
8. **Montgomery, Jeffrey**, Boys Tennis, Junior Varsity Head, effective 02/15/2021
9. **Montgomery, Jeffrey**, Girls Tennis, Junior Varsity Head, effective 02/15/2021
10. **Parenti, Kylan**, Swimming, Junior Varsity Head, Season 1, effective 02/15/2021
11. **Siegel, Alex**, Boys Lacrosse, Varsity Head, effective, effective 02/15/2021
12. **Spire, Gregory**, Swimming, Varsity Head, effective 02/15/2021
13. **Schultz, David**, Girls Track, Junior Varsity Head, effective 02/15/2021
14. **Thompson, Theodore**, Girls Track, Varsity Head, effective 02/15/2021

La Costa Canyon High School Certificated

1. **Bogert, Olivia, Cheerleading**, Varsity Head, effective 02/15/2021
2. **Brubaker, Mark**, Track, Junior Varsity Assistant, effective 02/15/2021
3. **Christoff, Anne**, Cross Country @ 50%, Varsity Assistant, effective 02/15/2021
4. **DiGuilio, John**, Football, Varsity Assistant, effective 02/15/2021

La Costa Canyon High School Certificated - Continued

1. **Farr, Chalise**, Track @ 50%, Junior Varsity Assistant, effective 02/15/2021
2. **Solomon, Caitlin**, Girls Lacrosse, Junior Varsity Assistant, effective 02/15/2021
3. **Sovacool, Sean**, Football, Varsity Head, effective 02/15/2021
4. **Sovacool, Casey**, Football, Varsity Assistant, effective 02/15/2021
5. **Vice, William**, Girls Track, Varsity Head, effective 02/15/2021
6. **Witzmann, Adam**, Football, Varsity Assistant, effective 02/15/2021

La Costa Canyon High School Walk-on

1. **Becker, Damon**, Football, Freshmen Assistant, effective 02/15/2021
2. **Carlye, Karen**, Girls Lacrosse @ 50%, Varsity Assistant, effective 02/15/2021
3. **Casinelli, Patrick**, Football, Junior Varsity Head, effective 02/15/2021
4. **Drawbridge, Hannah**, Field Hockey @50%, Varsity Assistant, effective 02/15/2021
5. **Driver, Jacob**, Football, Freshmen Head, effective 02/15/2021
6. **Girley, Dedrick**, Boys Track, Junior Varsity Head, effective 02/15/2021
7. **Granich, Claire**, Cheerleading, Junior Varsity Head, effective 02/15/2021
8. **Haight, Jillyan**, Girls Lacrosse @50%, Varsity Assistant, effective 02/15/2021
9. **Mackle, Duke**, Football, Junior Varsity Head, effective 02/15/2021
10. **Mackle, Patricia**, Swimming, Varsity Head, effective 02/15/2021
11. **Mc Grath, William**, Boys Tennis, Varsity Head, effective 02/15/2021
12. **Missailidis, Jasen**, Swimming, Junior Varsity Head, effective 02/15/2021
13. **Moore, Damon**, Football @ 50%, Varsity Assistant, effective 02/15/2021
14. **Solomon, Kimara**, Girls Tennis, Varsity Head, effective 02/15/2021
15. **Taamu, Edward**, Football, Varsity Assistant, effective 02/15/2021

San Dieguito Academy Certificated

1. **Meyer-Abrahamson, Deborah**, Boy/Girls Coed Tennis, Junior Varsity Head, effective 02/15/2021

San Dieguito Academy Walk-on

1. **Anguiano, Jennifer**, Track, Junior Varsity Assistant, effective 02/15/2021
2. **Bennett, David**, Swimming, Varsity Head, effective 02/15/2021
3. **Castellanos, Savannah**, Swimming, Junior Varsity Head, effective 02/15/2021
4. **Edwards, Steven**, Boys Track, Varsity Head, effective 02/15/2021
5. **Elenz-Martin, Michael**, Boy Soccer, Varsity Head, effective 02/15/2021
6. **Eyre, Signe, Girls Soccer**, Varsity Head, effective 02/15/2021
7. **Faramarzi, Som**, Girls Soccer, Varsity Assistant, effective 02/15/2021
8. **Fitchett, Michael**, Girls Track, Junior Varsity Head, effective 02/15/2021
9. **Glass, Hank**, Boys Track, Junior Varsity Head, effective 02/15/2021
10. **Green, Peter**, Boys Soccer, Junior Varsity Head, effective 02/15/2021
11. **Haskett, Gordon**, Girls Track, Varsity Head, effective 02/15/2021
12. **Hoff, Kyle**, Boys Soccer, Varsity Assistant, effective 02/15/2021
13. **Remmling, Christina**, Track, Junior Varsity Assistant, effective 02/15/2021
14. **Tomasi, Joseph**, Boys/Girls Coed Tennis, Varsity Head, effective 02/15/2021
15. **Zamora, Alfred**, Boys Golf, Varsity Head, effective 02/15/2021

San Dieguito Academy Walk-on- Continued

16. **Zamora, Alfred**, Girls Golf, Varsity Head, effective 02/15/2021

Torrey Pines High School Certificated

1. **Ashby, Jake**, Boys Track, Junior Varsity Assistant, effective 02/15/2021
2. **Ashby, Jake**, Football, Junior Varsity Head, effective 02/15/2021
3. **Ashby, Scott**, Football, Freshmen Assistant, effective 02/15/2021
4. **Chess, Matthew**, Boys Golf, Varsity Assistant, effective 02/15/2021
5. **Collins, Robert**, eFootball, Varsity Assistant, effective 02/15/2021
6. **Doerrer, Charles**, Boys Track, Junior Varsity Head, effective 02/15/2021
7. **Doerrer, Charles**, Football, Freshmen Assistant, effective 02/15/2021
8. **Drake, Christopher**, Boys Golf, Varsity Head, effective 02/15/2021
9. **Drake, Christopher**, Girls Golf, Varsity Head, effective 02/15/2021
10. **Falcis-Stevens**, Charlene, Girls Track, Varsity Head, effective 02/15/2021
11. **Livingston, Matthew**, Football, Freshmen Assistant, effective 02/15/2021
12. **Lona, Francisco**, Boys Soccer, Freshmen Head, effective 02/15/2021
13. **Mihalinec, Josh**, Football, Varsity Assistant, effective 02/15/2021

Torrey Pines High School Walk-On

1. **Ahles, Miles**, Football, Varsity Assistant, effective
2. **Bath, Ryan**, Boys Track, Varsity Head, effective 02/15/2021
3. **Bath, Ryan**, Football, Freshmen Assistant, effective 02/15/2021
4. **Bickett, Duane**, Football, Varsity Assistant, effective 02/15/2021
5. **Billmeyer, Alesha**, Cross Country @ 25%, Junior Varsity Assistant, effective 02/15/2021
6. **Contreras, Richard**, Swimming, Varsity Head, effective 02/15/2021
7. **Chu, Donald**, Girls Tennis, Varsity Head, effective 02/15/2021
8. **Cormode, Brandon**, Boys Soccer @ 50%, Varsity Assistant, effective 02/15/2021
9. **Dean, Josh**, Football, Varsity Assistant, effective 02/15/2021
10. **Feeler, Matthew**, Football, Varsity Assistant, effective 02/15/2021
11. **Gladnick, Jr, Ronald**, Football, Varsity head, effective 02/15/2021
12. **Feit, Molly**, Girls Field Hockey, Junior Varsity Assistant, effective 02/15/2021
13. **Hansford, Martyn**, Girls Soccer, Varsity Head, effective 02/15/2021
14. **Hargreaves, Andrew**, Boys Soccer, Varsity Head, effective 02/15/2021
15. **Hourani, Victor**, Football, Varsity Assistant, effective
16. **Huey, Sean**, Boys and Girls Coed Tennis, Junior Varsity Head, effective 02/15/2021
17. **Jasper, Elya**, Girls Soccer, Girls Soccer, Varsity Assistant, effective 02/15/2021
18. **Kobik, Armani**, Swimming, Junior Varsity Head, effective 02/15/2021
19. **Kosakoff, Joel**, Boys Soccer, Varsity Assistant, effective 02/15/2021
20. **Mones, Frank**, Football, Junior Varsity Assistant, effective 02/15/2021
21. **Reske, Gerard**, Girls Track, Junior Varsity Head, effective 02/15/2021
22. **Rosendo, Matthew**, Girls Soccer, Varsity Assistant, effective 02/15/2021
23. **Sipe, Brian**, Football, Freshmen Assistant, effective, 02/15/2021
24. **Spleen, Courtney**, Girls Field Hockey, Junior Varsity Assistant, effective 02/15/2021
25. **Tudor, Kenyon**, Swimming @ 50%, Junior Varsity Assistant, effective 02/15/2021