

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

Regular Meeting Agenda

3:30 P.M., November 9, 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, if the meeting is being conducted in-person, you may 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 9, 2021

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the November 9, 2021, Personnel Commission Regular Meeting.

Public Comment, if any

Motion by _____, second by _____, to approve the agenda for the November 9, 2021, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the October 12, 2021, Personnel Commission Regular Meeting.

Public Comment, if any

Motion by _____, second by _____, to approve the minutes of the October 12, 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 an Eligibility List for Student Support Facilitator, SR 39, Open/Promotional-Dual Certification, effective 10/8/21, eligibility for six months.

- B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant - Bilingual, SR 31, Open/Promotional-Dual Certification, updated 10/15/21, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 10/20/21, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 10/26/21, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 10/27/21, individual eligibility valid for six months.

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 40, Open/Promotional-Dual Certification. This posting is “open until filled”.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification. Fewer than three ranks remain on the current list.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification.

8. APPOINTMENT OF PERSONNEL COMMISSIONER

Public Comments, if any

The term for the “Joint Appointee” commissioner, Jeff Charles, will expire on December 1, 2021. The Appointee of the Classified Employees (John Baird) and the Appointee of the Governing Board (Justin Cunningham) will need to determine whether or not to announce Jeff Charles as their “Intended Appointee” for the December 1, 2021 – December 1, 2024 term. If this determination is not made, next steps for filling the “joint appointee” commissioner position will need to be discussed and determined.

- A. Motion by _____, second by _____, to publicly announce Jeff Charles as the “Intended Appointee” of the Appointee of the Classified Employees and the Appointee of the Governing Board.

9. PUBLIC HEARING DATE

Public comments, if any

Upon announcing their “Joint Appointee”, the Appointee of the Classified Employees and the Appointee of the Governing Board will set a date for an open public hearing (after 30 days) on the qualifications of the “Intended Appointee”.

- A. Motion by _____, second by _____, to set an open public hearing date on December 14, 2021 during the regular Personnel Commission meeting.

10. ASSEMBLY BILL 361

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

- A. Motion by _____, second by _____, to hold the December 14, 2021 Personnel Commission meeting virtually.

11. APPROVAL OF THE 2020-21 ANNUAL REPORT

- A. Motion by _____, second by _____, to approve the 2020-21 Annual Report of the Personnel Commission for submission to the Board of Trustees.

DISCUSSION/INFORMATION ITEMS (See Supplements)

Please note: Agenda Item numbering was updated after posting to correct duplication that occurred at this point. Each number below has been increased by one to correct the error. The Director has requested that the chair include the revision to the agenda during Item 3.

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

13. CORRESPONDENCE

Public Comments, if any

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 14, 2021, at 3:30 P.M. Please note, at the time of the agenda posting it had not yet been determined whether the meeting would be virtual or in-person.

15. CLOSED SESSION

Public Comments, if any

- A. Negotiations update provided by Associate Superintendent of Human Resources
- B. Potential Hearings related to pending disciplinary action

- C. Personnel Commission Staff Administrative Matter
- D. Performance Evaluation, Director of Classified Personnel

16. RECONVENE TO OPEN SESSION

- A. Report out of closed session

17. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, October 12, 2021
Earl Warren Middle School Learning Commons

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:33 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

3. APPROVAL OF THE AGENDA FOR THE October 12, 2021, PERSONNEL COMMISSION
REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the October 12, 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 September 14, 2021, PERSONNEL COMMISSION
REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the September 14, 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-Carlos Magana, CSEA Representative, spoke regarding his concerns with management's interpretation of the job description for custodian.
- B. San Dieguito Union High School District-Dr. Olga West, the Associate Superintendent of Human Resources, stated that administration and CSEA have had three negotiation sessions so far.
- C. Public –Jesus Ferrer provided additional information and reiterated his points from a previous meeting regarding the justification to increase the salary for Instructional Assistants who provide personal care assistance.

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 a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual certification, updated 9/2/21, individual eligibility valid for six months.
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 Nutrition services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 9/14/21, individual eligibility valid 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 Behavior Intervention, SR36, Open/Promotional, updated 9/15/21, individual eligibility valid 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 Instructional Assistant Bilingual, SR31, Open/Promotional-Dual Certification, updated 9/15/21, individual eligibility valid 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 Vehicle and Equipment Service Worker, SR41, Open/Promotional-Dual Certification, effective 9/15/21, eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- F. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 9/16/21, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- G. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR34, Open/Promotional-Dual Certification, updated 9/17/21, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- H. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education Behavior Intervention, SR36, Open/Promotional, updated 9/17/21, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- I. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 9/17/21, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye

Justin Cunningham-Aye
Passed with three Ayes

- J. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, effective 9/22/21, eligibility for six months.

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

- K. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant Special Education, SR36, Open/Promotional, updated 9/22/21, individual eligibility valid for six months.

Commissioner Baird noted that approval of the list does not mean he supports the salary range.

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

- L. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, effective 9/22/21, eligibility for six months.

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

- M. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Merged Eligibility List for Athletic Trainer, SR42, Open/Promotional-Dual Certification, effective 9/23/21, individual eligibility valid for six months.

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

- N. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Loss Control Analyst, SR60, Open/Promotional-Dual Certification, effective 9/28/21, eligibility for six months.

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

- O. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual

Certification, updated 10/6/21, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- P. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Student Health Care Specialist, SR 40, Open/Promotional-Dual Certification, effective 10/6/21, eligibility for six months.

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 JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Nutrition Services Production Assistant, SR33, Open/Promotional-Dual Certification.

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 establish a six month Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification.

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 establish a six-month Eligibility List for Nutrition Services Supervisor, SR Supervisory 4, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

8. APPOINTMENT OF PERSONNEL COMMISSIONER

Public Comments-None

The term for the “Joint Appointee” commissioner, Jeff Charles, will expire on December 1, 2021. The Appointee of the Classified Employees (John Baird) and the Appointee of the Governing Board (Justin Cunningham) will need to determine whether or not to announce Jeff Charles as their “Intended Appointee” for the December 1, 2021 – December 1, 2024 term. If this determination is not made, next steps for filling the “joint appointee” commissioner position will need to be discussed and determined.

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to publicly announce Jeff Charles as the “Intended Appointee” of the Appointee of the Classified Employees and the Appointee of the Governing Board.

Commissioner Baird explained that he had not had a chance to check with CSEA regarding the appointment so he wanted to postpone or table the item until next month. The original motion was then modified to the following:

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to table the motion to next month.

John Baird-Aye

Justin Cunningham-Aye

Jeff Charles-Abstained

Passed with two Ayes

9. PUBLIC HEARING DATE

Public Comments-None

Upon announcing their “Joint Appointee”, the Appointee of the Classified Employees and the Appointee of the Governing Board will set a date for an open public hearing (after 30 days) on the qualifications of the “Intended Appointee”.

- A. Motion by _____, second by _____, to set an open public hearing date after November 11, 2021.

The commissioners did not make a motion based on the decision to postpone the item until next month.

10. ASSEMBLY BILL 361

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to hold the November 9, 2021 Personnel Commission meeting virtually.

The commissioners, director and audience discussed the pros and cons of in-person and virtual meetings. Key considerations were the difficulty of hearing comments due to wearing masks and the difficulty of employees attending in-person. The commission will vote on this item each month.

11. CLASSIFICATION REVIEWS

Public Comments-None

Job Description Updates:

Item A was tabled at the September 14, 2021 meeting

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to retain Range 36 salary allocation for Instructional/Personal Care Assistant-Special Education. Please note an alternative motion may be made.

The discussion of this item carried over from previous meetings. At the request of the commission, Associate Superintendent of Business Services presented information on the

district's budget. The ongoing cost of an increase was also provided. Associate Superintendent of Human Resources, Dr. Olga West, provided some insight into the negotiations timeline and how this item may be incorporated into that process. After the discussion, an alternative motion was made as follows:

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to amend the motion and table the salary allocation of Instructional Assistant until the December meeting.

John Baird-Aye

Justin Cunningham-Aye

Jeff Charles-Aye

Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

A. Vacancy Report

B. Personnel List Report

C. Other

13. CORRESPONDENCE-

Public Comments- None

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 9, 2021, at 3:30 P.M.. Please note, this meeting will be held virtually.

15. ADJOURNMENT – 5:42 P.M.

San Dieguito Union High School District
Personnel Commission
Student Support Facilitator
Eligibility List
Open/Promotional-Dual Certification

Effective Date: 10/8/2021

Expiration Date: 4/8/2022

<i>Applicant ID</i>	<i>Rank</i>
6646296	1
6634936	2
6336019	2
6649177	3
6425268	3
3290326	4
2331805	5
6494423	6
6631267	7
4496183	8
6575331	9

S. Dixon

San Dieguito Union High School District
Personnel Commission
Instructional Assistant - Bilingual
Continuous Filing Eligibility List
Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.

Updated: 10/15/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration</i>	<i>Source</i>
6603178	1	3/15/2022	<i>Open</i>
6528917	1	4/15/2022	<i>Open</i>
6592672	2	3/15/2022	<i>Open</i>

S. Dixon

San Dieguito Union High School District
Personnel Commission
Instructional Assistant Special Education
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: 10/20/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
5226232	1	4/20/2022
6484833	2	4/1/2021
6386677	3	10/22/2021
3702041	4	3/9/2022
397776	5	10/30/2021
2898322	6	2/4/2022
1533724	7	3/29/2022
2150954	8	4/1/2021
3829076	9	1/25/2022
4514181	10	3/9/2022
4438712	11	3/17/2022

S. Dixon

San Dieguito Union High School District
Personnel Commission
Instructional Assistant Special Education
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: 10/26/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
5226232	1	4/20/2022
6484833	2	4/1/2022
3702041	3	3/9/2022
2898322	4	2/4/2022
3292685	5	4/26/2022
1533724	6	3/29/2022
2150954	7	4/1/2022
3829076	8	1/25/2022
4514181	9	3/9/2022
4438712	10	3/17/2022

S. Dixon

San Dieguito Union High School District
Personnel Commission
Nutrition Services Assistant I
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: 10/27/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>
6580573	1	2/10/2022
6631678	2	4/27/2022
6634437	2	4/27/2022

S. Dixon

San Dieguito Union High School District Personnel Commission

710 ENCINITAS BLVD., ENCINITAS, CA 92024
WWW.SDUHSD.NET

ANNUAL REPORT 2020-2021

The Annual Report for the 2020-2021 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

The District has operated under the Merit System since its adoption in 1972. The San Dieguito Union High School District is comprised of five middle schools, four comprehensive high schools and one alternative high school and is located in coastal North San Diego County. The employees in the classified service proudly serve the students and the community in support of high education standards.

The Commission staff thanks each employee of the classified service for their dedication to the students of the San Dieguito Union High School District. Additional appreciation goes to the many individuals who have served as subject matter experts in the development and administration of examinations to ensure the employment of highly qualified individuals and to those employees who provided input for classification description updates.



**Recruitment, Selection,
Classification, Training,
and Retention**

Personnel Commissioners

Established:

December 1, 1972

Jeffery Charles

Commission Joint Appointee

Commissioner, Chair

Serving Since 2018

Current Term Expires
12/01/21

John Baird

CSEA Appointee

Commissioner, Vice Chair

Serving Since 2013

Current Term Expires
12/01/22

Justin Cunningham

Board of Trustees Appointee

Commissioner

Serving Since 2018

Current Term Expires
12/01/23

Personnel Commission Staff



Susan Dixon, Director of Classified Personnel

Responsible for the management of the District's personnel services within the Merit System for classified employees. Critical goals of the director include: enhancing and maintaining a sound recruitment process to identify highly qualified new employees as well as promote existing employees; review job descriptions and assignments and make appropriate recommendations for revisions; and recognize the outstanding contributions of classified staff.

Barbara Bass, Human Resources Analyst

Responsible for journey-level work in recruitment, test development and administration, classification and other analytical procedures in support of the Merit System.

Jennifer Laity, Human Resources Technician

Responsible for a wide variety of complex clerical functions related to the recruitment, on-boarding and employment processes for the classified service. Additionally, responsible for administrative support to the Personnel Commission.

San Dieguito Union High School District Administration

Board of Trustees:

Maureen "Mo" Muir, President

Melisse Mossy, Vice-President

Katrina Young, Clerk

Michael Allman, Trustee

Vacant, Trustee

District Administration:

Superintendent

Cheryl James Ward, Ed. D.

Deputy Superintendent, Administrative Services

Mark Miller

Associate Superintendent, Human Resources

Olga West, Ed. D.

Associate Superintendent, Business Services

Tina Douglas

Associate Superintendent, Educational Services

Bryan Marcus

Classified Service

Classified Employees — 383

Confidential Employees — 5

Classified Supervisors — 13

Classified Management — 11

Classified personnel play an important role in supporting our students and our teachers. Most often, it is the friendly face of a classified employee that students and parents first see when they come to our schools.

The Merit System

The fundamental purpose of merit employment for classified employees under California Education Code is to ensure selection, promotion, and retention are without favoritism or prejudice and on the basis of merit and fairness. An independent Personnel Commission administers the Merit System. It is composed of three Commissioners, each appointed for a three-year term. The District appoints one Personnel Commissioner. The classified employees, through their bargaining unit, appoint the second Commissioner. Those two Commissioners then appoint the third member of the Commission.

The Commission has a threefold responsibility:

- To cooperate with the Board of Trustees and District administrators in the quest for high quality employees and sound human resources administration.
- To represent the interests of the general public by providing a personnel system dedicated to hiring and keeping competent employees to perform the classified work in the service of the jurisdiction.
- To ensure that classified employees receive fair and equitable treatment.

The three-way division of responsibilities sometimes places Commissioners in the position of being mediators between conflicting interests of employees, management and the general public. Commissioners must make decisions that are fair and contribute to the overall goal of a personnel program based on merit.

Goals of the Commission

Commissioners have the responsibility to oversee that classified employment is built on, and remains consistent with, core merit principles. The most important of these merit employment principles are best summarized as follows:

- Hiring and promoting employees on the basis of ability, with open competition for initial employment.
- Retaining employees on the basis of performance and separating from the service those whose

inadequate performance cannot be corrected.

- Ensuring that employees doing like work are classified the same.
- Providing for fair and impartial rules and consistency of administration of the rules.

Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religious beliefs or customs, sexual orien-

tation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics and with proper regard for their privacy and constitutional rights.

Merit System

The merit system provides for the selection and retention of employees, promotional opportunities and other related matters on the basis of merit.

Personnel Commission Meetings

RULE 2.6 REGULAR MEETINGS

Regularly scheduled virtual meetings of the Personnel Commission are held on the second Tuesday of the month at 3:30 p.m. Special meetings are scheduled as needed.

The Personnel Commission held 13 meetings over the 2020-2021 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.



SUMMARY OF PERSONNEL COMMISSION ACTIVITIES



Recruitment	2019-20	2020-21
Promotional Only Exams	2	5
Open/Promotional Exams	8	4
Open/Promotional Dual Certification	37	28
Applications Received	1002	666
Candidates Tested	386	251
Candidates Eligible	251	215

Employment	2019-20	2020-21
Transfers	16	6
Promotions	10	19
New Hires	50	51
Re-employments	1	4
Limited Term Appointments	0	0
Leave of Absence	5	16
Voluntary Demotions	6	5
Placed in Unpaid Status	1	1

Terminations	2019-20	2020-21
Resignations	19	32
Retirements	13	24
Layoffs/Reductions	0	0
Employees Affected	0	0
Appeals from Discipline	0	0

Classification Activities	2019-20	2020-21
New Classifications Established	4	5
Classification Descriptions Revised	4	5
Positions/Incumbents Reclassified	3	0
Classifications Reallocated Upward	0	0
Classifications Reallocated Downward	0	0
Reclassification Requests Denied	1	1

Presented to the Personnel Commission: 11/09/21 Presented to the Board of Trustees:

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 10/07/21

Classified Personnel

38 current/pending vacancies in 12 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
SDA	AA138	Custodian	40	1.0000	Recruitment in progress
DO	AC501	Human Resources Technician	40	1.00	Selection Interview TBD
LCC	AG102	Learning Commons Technician	40	1.00	Recruitment in progress
DG	AN502	Instructional Assistant Bilingual	19.5	0.49	Recruitment in progress
COAST	AJ674	Instructional Assistant SpEd- Severe	27.5	0.69	Recruitment in progress
COAST	AH447	Instructional Assistant SpEd- Severe	27.5	0.69	Recruitment in progress
DG	AI919	Nutrition Services Supervisor	35	0.87	Recruitment in progress
OC	AB213	Nutrition Services Supervisor	35	0.87	Recruitment in progress
CCA	AH692	Nutrition Services Production Assistant	40	1.00	Recruitment in progress
PT	AK203	Nutrition Services Assistant II	19.5	0.49	Recruitment in progress
OC	AA254	Nutrition Services Assistant I	17.5	0.44	Recruitment in progress
TRANS	AJ472	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AH110	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA494	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA507	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA510	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA517	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AF521	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AJ470	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA514	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AE711	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA525	School Bus Driver	20	0.50	Recruitment in progress
Requeza	AN117	Student Health Care Specialist	40	1.00	Recruitment in progress
Itinerant	AN064	Student Health Care Specialist	40	1.00	Recruitment in progress
LCC-2	AN549	Student Support Facilitator	19.5	0.49	Recruitment in progress
SDA-2	AN550	Student Support Facilitator	19.5	0.49	Recruitment in progress
PT	AN553	Student Support Facilitator	19.5	0.49	Recruitment in progress
Sunset	AN552	Student Support Facilitator	19.5	0.49	Recruitment in progress
TP-2	AN551	Student Support Facilitator	19.5	0.49	Recruitment in progress
CCA-2	AN574	Student Support Facilitator	19.5	0.49	Recruitment in progress
CV	AN576	Student Support Facilitator	19.5	0.49	Recruitment in progress
DG	AN577	Student Support Facilitator	19.5	0.49	Recruitment in progress
EW	AN578	Student Support Facilitator	19.5	0.49	Recruitment in progress
OC	AN580	Student Support Facilitator	19.5	0.49	Recruitment in progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist In Residence**, employment for the 2021-22 school year per attached supplement through 06/30/22.
2. **Classified A.V.I.D. Tutors**, employment for the 2021-22 school year per attached supplement through 06/30/22.
3. **Classified Substitutes**, per attached supplement.
4. **Coaches**, employment for the 2021-22 school year per attached supplement through 06/30/22.
5. **Baker, Erykah**, Secretary, SR36 100% FTE, San Dieguito Academy, effective 09/20/2021.
6. **Ceballos, Sandra**, Custodian, SR32 100% FTE, Canyon Crest Academy, effective 09/20/2021.
7. **Johnson, Pamela**, Instructional Assistant SpEd (NS), SR34, 75% FTE, Oak Crest Middle School, effective 09/28/2021.
8. **Kelly, Tara**, Instructional Assistant SpEd (S), SR36, 75% FTE, Carmel Valley Middle School, effective 09/22/2021.
9. **Lee, Joohee**, Nutrition Services Assistant I, SR25, 38% FTE, Carmel Valley Middle School, effective 09/28/2021.
10. **Limon, Rosemarie**, Nutrition Services Assistant I, SR25, 31% FTE, Carmel Valley Middle School, effective 09/30/2021.
11. **Lopez, Sabrina**, Secretary, SR36, 100% FTE, Canyon Crest Academy, effective 10/04/2021.
12. **Mendoza, John**, Custodian, SR32, 100% FTE, San Dieguito Academy, effective 09/27/2021.
13. **Saunders, Marshall**, Custodian, SR32, 100% FTE, Canyon Crest Academy, effective 09/07/2021.
14. **Salinas, Audriana**, Student Health Care Specialist, SR40, 100% FTE, Requeza Education Center, effective 09/30/2021.
15. **Shen, Yu**, Accountant, SR52, 100% FTE, District Office, effective 09/20/2021.
16. **Sledge, Lisa**, Campus Supervisor, SR32, 100% FTE, San Dieguito Academy, effective 10/01/21.

Change in Assignment

1. **Anguiano, Mario**, from Nutrition Services Assistant I, SR25, 44% FTE, Torrey Pines High School, to Nutrition Services Assistant II, SR27 49% FTE, Carmel Valley Middle School, effective 09/14/2021.
2. **Caldes, Ljiljana**, from Nutrition Services Assistant II, SR27, 49% FTE, Pacific Trails Middle School, to Nutrition Services Assistant II, SR27, 47% FTE, La Costa Canyon High School, effective 09/13/2021.
3. **Cardoso, Paco**, from Custodian, SR32, 100% FTE, Canyon Crest Academy, to Custodian, SR32, 100% FTE, Diegueno Middle School, effective 09/07/2021.

4. **Dias, Maria**, from Instructional Assistant SpEd (S), SR36, 75% FTE, La Costa Canyon High School, to Instructional Assistant SpEd (S), SR 36, 75% FTE, Torrey Pines High School, effective 09/20/2021.
5. **Ma, Kam**, from Nutrition Services Assistant I, SR25, 49% FTE, Torrey Pines High School to Grounds Maintenance Worker II, SR39, 100% FTE, Facilities, effective 09/10/2021.
6. **Martinez, Shannon**, from Executive Assistant, SR1, 100% FTE, District Office, to Out of Class Executive Assistant to the Superintendent, SR2, 100% FTE, District Office, effective 09/14/2021.
7. **Ming-Yi, Lim**, from Nutrition Services Assistant I, SR25, 38% FTE, Carmel Valley Middle school, to Instructional Assistant SpEd (NS), SR34, 75% FTE, Torrey Pines High School, effective 09/22/2021.
8. **Noesgaard, Birgitte**, from Student Health Care Specialist, SR40, 100% FTE, Requesza Education Center, to Student Health Care Specialist, SR40, 100% FTE, Torrey Pines, effective 09/30/021.
9. **Pizana, Andrea**, from Receptionist, SR32, 100% FTE, District Office, to Out of Class Executive Assistant Business Services, SR1, 100% FTE, District Office, effective 09/14/2021.
10. **Skeber, Cindy**, from Executive Assistant Business Services, SR1, 100% FTE, District Office, to Out of Class Executive Assistant to the Superintendent, SR2, 100% FTE, District Office, effective 09/14/2021.
11. **Zhang, Ruoyu**, from Nutrition Services Assistant I, SR25, 31% FTE, Carmel Valley Middle School, to Nutrition Services Assistant I, SR25, 44% FTE, Carmel Valley Middle School, effective 09/10/2021.

Leave of Absence

1. **Carl, Lori**, Instructional Assistant-SpEd (S), SR36, 69% FTE, COAST Academy, requests a 100.00% Unpaid Leave of Absence, effective 09/07/21 through 10/06/21.
2. **Davis, Dana**, Instructional Assistant- SpEd (S), SR36%, 75% FTE, Carmel Valley Middle School, requests a 100% Unpaid Leave of Absence, effective 09/15/2021 through 11/01/21.

Resignation

1. **Jordan, Marie**, School Bus Driver, SR38, 60% FTE, Transportation, resignation for the purpose of retirement, effective 11/08/2021.
2. **Magana, Norma**, Nutrition Services Assistant I, SR25, 38% FTE, Oak Crest Middle School, effective 09/10/2021.
3. **Potter, Kathy**, Human Resources Technician, SR42, 100% FTE, District Office, resignation for the purpose of retirement, effective 11/30/2021.
4. **Atsuko, Ritchie**, Nutritional Services Assistant I, SR25, 44% FTE, Dieguito Middle School, effective 09/30/21.
5. **Thirunagari, Sai Karthik**, Instructional Assistant SpEd (S), SR36, 75% FTE, Carmel Valley Middle School, effective 09/07/2021.

Classified Personnel Supplement October 14, 2021

Classified Substitutes

1. **Kelly, Tara**, Instructional Assistant Special Education/Clerical, effective 08/18/2021
2. **Ivanova, Gergana**, Instructional Assistant Special Education, effective 08/20/2021
3. **Li, Xiuchao**, Nutrition Services, effective 08/20/2021
4. **Stallworth, Samantha**, Clerical, effective 08/26/2021
5. **Doyle, Stacey**, Clerical, effective 08/26/2021
6. **Brown, Alexandra**, Instructional Assistant Special Education/Clerical, effective 08/30/2021
7. **Babar, Manisha**, Nutrition Services, effective 08/31/2021
8. **Monell, Paige**, Clerical, effective 09/01/2021
9. **Reyes, Kathleen**, Clerical, effective 09/02/2021
10. **Villegas, Eugenio**, Clerical, effective 09/20/2021
11. **Derival, Karen**, Nutrition Services, effective 09/22/2021

Artist In Residence

1. **Apple, Kristopher**, Theater Arts, San Dieguito Academy, effective 09/07/2021
2. **Christie, Lauren**, Envision Dance, Canyon Crest Academy, effective 09/30/2021
3. **Covell, Tiffany**, Music, Carmel Valley Middle School, effective 09/01/2021
4. **Dunnan, Nikki**, Envision Dance, Canyon Crest Academy, effective 09/03/2021
5. **Ebner, Steven**, Music, San Dieguito Academy, effective 09/29/2021
6. **Freiman, Alina**, Music, San Dieguito Academy, effective 09/29/2021
7. **Janelli, Michelle**, Music, San Dieguito Academy, effective 09/13/2021
8. **Krumbein, Jean**, Figure Drawing, Canyon Crest Academy, effective 09/23/2021
9. **Kushner, Joyce**, Envision Dance, Canyon Crest Academy, effective 09/30/2021
10. **Lipinsky, Steven**, Envision Theater Arts, Canyon Crest Academy, effective 09/24/2021
11. **Rockwell, Karen**, Music, Carmel Valley Middle School, effective 09/07/2021
12. **Sayre, Scott**, Music, Torrey Pines High School, effective 09/27/2021
13. **Stevens, Logan**, Music, San Dieguito Academy, effective 09/29/2021
14. **Wang, Paul**, Envision, Canyon Crest Academy, effective 09/24/2021
15. **Weed, Mark**, Music, Torrey Pines High School, effective 09/17/2021
16. **Wolfe, Sharon**, Envision Theater Arts, Canyon Crest Academy, effective 09/15/2021

AVID Tutors

1. **Cacciaguida, Andrew**, Canyon Crest Academy, effective 09/10/2021
2. **Christie, Gavin**, Pacific Trails Middle School, effective 09/07/2021
3. **Cortez, Andrea**, La Costa Canyon High School, effective 09/08/2021
4. **Isachsen, Ella**, Dieguito Middle School, effective 09/03/2021

Coaches

Canyon Crest Academy Certificated

1. **Black, Christopher**, Girl's Tennis, Varsity Head Coach, effective 09/01/2021
2. **Lochart Jr, Thomas**, Boy's Soccer, Varsity Head Coach, effective 09/27/2021

Canyon Crest Academy Walk-On

1. **Harman, Thomas**, Girl's Basketball, Junior Varsity Head Coach, effective 09/23/2021
2. **Lee, Paul**, Girl's Basketball, Varsity Head Coach, effective 09/15/2021
3. **Young, Alexis**, Boy's Water Polo, Head Coach, effective 09/23/2021

La Costa Canyon Certificated

1. **Buth, Dwayne**, Wrestling, Varsity Head Coach, effective 09/30/2021

San Dieguito Academy Certificated

1. **Gibson, Ty**, Boy's Basketball, Junior Varsity Head Coach, effective 09/15/2021

San Dieguito Academy Walk-On

1. **Smithey, Aubree**, Girl's Basketball, Varsity Head Coach, effective 09/15/2021

Torrey Pines Academy Walk-on

1. **Jimenez, Griffin**, Boy's Basketball, Junior Varsity Head Coach, effective 09/28/2021