

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

**Regular Meeting Agenda**

*3:30 P.M., November 8, 2022*

*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](mailto: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](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.

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### **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](mailto: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 Diegueno Union High School District  
PERSONNEL COMMISSION**

**Regular Meeting Agenda**

3:30 P.M., November 8, 2022  
Virtual Meeting

**REGULAR MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the November 8, 2022, Personnel Commission Regular Meeting.  
*Public Comments, if any*  
Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve the agenda for the November 8, 2022, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the October 11, 2022, Personnel Commission Regular Meeting.  
*Public Comments, if any*  
Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve the minutes of the October 11, 2022, Personnel Commission Regular Meeting.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS  
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.
  - A. California School Employees Association
  - B. San Dieguito Union High School District
  - C. Public

**ACTION ITEMS (See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED  
*Public comments, if any*
  - A. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve an Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification, effective 10/10/22, eligibility valid for six months.

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- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 10/10/22, individual eligibility valid for six months.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Merged Eligibility List for Student Support Facilitator, SR39, Open/ Promotional-Dual Certification, effective 10/10/22, eligibility valid for six months.
  - D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Transportation Dispatcher, SR41, Promotional Only, effective 10/11/22, eligibility valid for six months.
  - E. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 10/20/22, eligibility valid for six months.
  - F. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for HVAC Technician, SR49, Open/ Promotional-Dual Certification, effective 10/21/22, eligibility valid for six months.
  - G. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/ Promotional-Dual Certification, updated 10/24/22, individual eligibility valid for six months.
  - H. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, effective 11/10/22, 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 Director of Classified Personnel, Management, Group 5, SR2, Open/Promotional-Dual Certification.
- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification.
- C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Interpreter for the Deaf and Hard-of-Hearing, SR60, Open/Promotional-Dual Certification.
- D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Plumber, SR49, Open/Promotional-Dual Certification.
- E. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Maintenance Supervisor, Supervisory SR9, Open/Promotional-Dual Certification.
- F. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Transportation Operations Supervisor, Supervisory SR6, Open/Promotional-Dual Certification.

## 8. CLASSIFICATION REVIEWS

*Public comments, if any*

- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the SDUHSD Board of Trustees allocating the classification of Bilingual Parent/Community Liaison to Range 36 of the Classified Salary Schedule.

*Please note this item was on the October agenda; however, it was deferred while additional salary information was gathered. The job description was approved.*

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9. ASSEMBLY BILL 361/ SPECIAL MEETING SCHEDULE

*Public comments, if any*

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 13, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to schedule a special meeting of the Personnel Commission between November 14, 2022, and December 9, 2022, as mutually agreed upon by the commission.

*Please note a special meeting will be necessary if the December 13, 2022 meeting is virtual and/or if selection interviews for the Director of Classified Personnel are held prior to December 13, 2022.*

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

10. PENDING GRIEVANCES BETWEEN SDUHSD AND CSEA

This item was placed on the agenda at the request of CSEA

*Public Comments, if any*

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments, if any*

A. Vacancy Report

B. Personnel List Report

C. Other

12. CORRESPONDENCE

*Public Comments, if any*

A. None at time of posting

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 13, 2022, at 3:30 P.M. Please note, this meeting may be held virtually.

14. CLOSED SESSION

*Public Comments, if any*

A. Director of Classified Personnel examination review.

15. RECONVENE TO OPEN SESSION

A. Report of action taken during closed session.

16. ADJOURNMENT

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

**Regular Meeting Minutes**

3:30 P.M., October 11, 2022

Virtual Meeting

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:33 p.m. by Commission Chair JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director

Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE OCTOBER 11, 2022, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the OCTOBER 11, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

4. APPROVAL OF THE MINUTES OF THE SEPTEMBER 13, 2022, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes of the SEPTEMBER 13, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

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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- *Wayne Baldwin agreed with Matilde Cortes's public comments. Carlos Magana requested grievance issues be put on the PC Agenda next month. Mr. Magana will provide grievance documentation with backup and details.*

B. San Dieguito Union High School District- *Tina Peterson confirmed the importance of working in a collaborative environment and that HR would continue to do so. She also requested a copy of the grievance document so that the District could respond.*

C. Public – *Matilde Cortes discussed her personal employee concerns. Carmen Blum discussed concerns with Classified positions and HR department. Commissioner Baird requested that Susan Dixon investigate grievances. Jeff Charles requested that the sources be documented on the grievance document.*

**ACTION ITEMS-(See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

*Public Comments-None*

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, effective 09/09/22, eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 09/09/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

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- C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Merged Eligibility List for Receptionist, SR32, Open/ Promotional-Dual Certification, updated 09/09/22, individual eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- D. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Information Systems Support Technician, SR44, Open/ Promotional-Dual Certification, effective 09/20/22, eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- E. It was moved by JEFF CHARLES seconded by JUSTIN CUNNINGHAM, to approve a Merged Eligibility List for Nutrition Services Supervisor, Supervisory SR1, Open/ Promotional-Dual Certification, updated 09/21/22, eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- F. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Student Support Facilitator, SR39, Open/ Promotional-Dual Certification, effective 09/22/22, eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- G. It was moved by JEFF CHARLES seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Student Health Care Specialist SR40, Open/ Promotional-Dual Certification, updated 09/26/22, individual eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- H. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Nutrition Services Operations Supervisor, Supervisory, SR11, Open/ Promotional-Dual Certification, effective 09/28/22, eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*



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- I. It was moved by JEFF CHARLES seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Maintenance Worker II, SR40, Open/ Promotional-Dual Certification, effective 10/04/22, eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- J. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Nutrition Services Transporter II, SR29, Open/Promotional-Dual Certification, effective 10/05/22, eligibility valid 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 JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for HVAC Technician, SR49, 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 JEFF CHARLES, to establish a six-month Eligibility List for Transportation Dispatcher, SR41, Promotional Only.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- D. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

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E. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

8. CLASSIFICATIONS REVIEWS

*Public Comments- Wayne Baldwin and Carmen Blum questioned how the compensation salary review was conducted. Susan Dixon explained the salary review process in detail. It was decided that Director Dixon would reevaluate and report back at next meeting.*

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a classification of Bilingual Parent/Community Liaison and approve the job description as presented.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to recommend to the SDUHSD Board of Trustees allocating the classification of Bilingual Parent/Community Liaison to Range 36 of the Classified Salary Schedule. The motion was amended as follows, It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to defer a decision until next meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

9. ASSEMBLY BILL 361

*Public Comments- None*

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 JUSTIN CUNNINGHAM, second by JEFF CHARLES, to hold the November 8, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments- None*

A. Vacancy Report

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B. Personnel List Report

C. Other – *Director Dixon provided an update and explained the process for the PC Director recruitment.*

11. CORRESPONDENCE

*Public Comments-None*

A. CSPCA Conference Save the Date

*Commissioner Baird encouraged attendance at the conference. It will be in Long Beach.*

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 8, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

13. ADJOURNMENT – 5:43 P.M.

San Dieguito Union High School District  
Personnel Commission

**Administrative Assistant III**

Eligibility List

Open/Promo-Dual Certification

Effective Date: 10/10/2022

Applicant ID	Rank	Expiration Date	Source
2579180	1	4/10/2023	Promo
2821233	2	4/10/2023	Promo
2820362	3	4/10/2023	Promo
2805550	4	4/10/2023	Promo
6904493	5	4/10/2023	Open
2791914	6	4/10/2023	Promo
6714044	7	4/10/2023	Open

San Dieguito Union High School District  
Personnel Commission

**Custodian**

Eligibility List - Continuous Filing  
Open/Promo-Dual Certification

Updated Date: 10/10/2022      *Please note: Individual eligibility is valid for 6 months.  
Scores are merged each time the exam is administered.*

Applicant ID	Rank	Expiration Date	Source
6823398	1	11/26/2022	Open
3000647	2	10/27/2022	Open
4524968	3	2/17/2023	Open
6950841	3	4/10/2023	Promo (Vol. Demotion)
6513762	4	10/27/2022	Open
3279774	5	2/1/2023	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission

**Student Support Facilitator**  
Eligibility List  
Open/Promo-Dual Certification

Effective Date: 10/10/2022

Applicant ID	Rank	Expiration Date	Source
4499348	1	4/10/2023	Open
1993265	2	4/10/2023	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission

**Transportation Dispatcher**

Eligibility List  
Promotional Only

Effective Date: 10/11/2022

Applicant ID	Rank	Expiration Date	Source
6570403	1	4/11/2023	Promo
5800180	2	4/11/2023	Promo

S. Dixon

San Dieguito Union High School District  
Personnel Commission

**Instructional Assistant Sp Ed**

Eligibility List - Continuous Filing

Open/Promo-Dual Certification

Updated Date: 10/20/2022      *Please note: Individual eligiblity is valid for 6 months.  
Scores are merged each time the exam is administered.*

Applicant ID	Rank	Expiration Date	Source
6571602	1	11/23/2022	Open
6927708	2	3/6/2023	Open
5482027	3	3/6/2023	Open
6591719	4	4/20/2023	Open

S. Dixon



San Dieguito Union High School District  
Personnel Commission

**HVAC Technician**  
Eligibility List  
Open/Promo-Dual Certification

Effective Date: 10/21/2022

Applicant ID	Rank	Expiration Date	Source
3230543	1	4/21/2023	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission

**Nutrition Services Assistant I**  
Eligibility List - Continuous Filing

Updated Date: 10/24/2022 *Please note: Individual eligibility is valid for 6 months.  
Scores are merged each time the exam is administered.*

Applicant ID	Rank	Expiration Date	Source
6759181	1	3/17/2023	Open
6916115	2	3/1/2023	Open
6505574	3	6/24/2023	Open
6928313	4	3/9/2023	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission

**Nutrition Services Assistant II**  
Eligibility List  
Open/Promo-Dual Certification

Effective Date: 11/2/2022

Applicant ID	Rank	Expiration Date	Source
6929394	1	5/2/2023	Promo

S. Dixon



**Board of Trustees**  
 Michael Allman  
 Julie Bronstein  
 Maureen "Mo" Muir  
 Katrina Young

**Interim Superintendent**  
 Ms. Tina Douglas

710 Encinitas Boulevard, Encinitas, CA 92024  
 Telephone (760) 753-6491  
 www.sduhsd.net

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

<b>Classification Review Report</b>	
Classification	Bilingual Parent/Community Liaison
Classification Type	Classified
Salary Range	Proposed – 36
Submission to Classification Advisory Committee	September 27, 2022 October 25, 2022
Submission to Personnel Commission	October 11, 2022 November 8, 2022
Agenda Item	Classification Reviews

**Background Information**

District administration informed Personnel Commission staff of a grant that will fund several new positions designed to work closely with targeted parents, families and communities to increase participation in student, school and district educational and extra-curricular programs; serve as a resource to parents and families and as a liaison between teachers, parents, students, staff and the community; and provide written and oral translations.

Personnel Commission staff met with district administration to learn about the vision for a proposed classification and has prepared a job description based on administration input as well as a review of job descriptions from comparable assignments in San Diego school districts.

The proposed job description is attached for your review.

**Sources of Information**

Director of Teaching, Learning & Innovation, Dr. Brieahna Weatherford  
 Joint Powers Authority, San Diego County Office of Education  
 Comparable districts in San Diego County

**Salary Compensation Review Update: Positions with an \* were asked to be reviewed at the October meeting.**

District	Job Title	Range	Minimum	Maximum	Internal
Carlsbad USD	Community Liaison-Bilingual	13	\$18.33	\$22.26	IA Special Ed
Escondido Elementary	Family Liaison-Bilingual	31	\$18.25	\$23.29	Custodian II Paraeducator Special Ed SCSB
Escondido HS	Bilingual Parent Liaison	31	\$21.21	\$28.42	
Grossmont HS	*Community Liaison I	41	\$22.92	\$29.14	Bus Driver
Oceanside USD	*School/Community Advisor II	16	\$17.24	\$21.77	Custodian
Poway USD	Parent & Community Liaison Bilingual	25	\$18.25	\$22.24	Health Services Technician (26)
Ramona USD	Bilingual Parent Liaison	20	\$17.67	\$21.51	Spec Ed Paraeducator III Behavior/severe
SDCOE	NA				
San Marcos USD	*Parent Liaison	70	\$26.00	\$33.20	Bus Driver Trainer (66)
Sweetwater HS	*Community Relations Facilitator	48	\$20.35	\$25.03	Instructional Health Care Asst Intensive Intervention (50)
Vista USD	*Community Liaison	41	\$17.60	\$23.67	Special Ed Assistant IV Severe (42)
<b>Average</b>			<b>\$19.78</b>	<b>\$25.05</b>	
SDUHSD		36	\$20.02	\$26.82	

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum and maximum of the comparison ranges have been presented. Typically, when doing job description updates and checking to make sure SDUHSD is competitive, the maximum monthly rate has been the focus to ensure that our current employees have a competitive maximum earning potential.

Allocation to Range 36 of the SDUHSD Classified Salary Schedule is an appropriate recommendation considering that it places the district above average at both the minimum and maximum salaries of school districts with similar positions while considering how it relates to existing classifications in the district. In the comparison

districts, classifications such as Instructional Assistant for Special Education (including behavior and personal care) as well as Health Technician were compensated similarly to this role.

**Recommendation**

It is recommended the classification of Bilingual Parent Liaison be established as a new classification and the job description be approved as proposed.

It is recommended that the Personnel Commission recommend to the SDUHSD Board of Trustees allocating the classification of Bilingual Parent Liaison to Range 36 of the Classified Salary Schedule.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Wayne Baldwin, CSEA	Absent	Debbie Kelly, Admin
Yes	Becca Cheesman, CSEA	Yes	Marley Nelms, Admin
Yes	Margy Lara, CSEA	Yes	Tina Peterson, Admin

**BILINGUAL PARENT/COMMUNITY LIAISON**

**JOB SUMMARY**

The Bilingual Parent/Community Liaison facilitates communication with families on the behalf of the school and district to create and maintain a partnership between home and school and create a greater understanding of educational procedures, issues, and concerns; develops and presents informational materials and activities designed to increase parent and family participation in student, school and district educational and extra-curricular programs; serves as a resource to parents and families and as a liaison between teachers, parents, students, staff and the community; and provides written and oral translations in designated language.

**REPRESENTATIVE DUTIES**

The position description describes the general nature of work performed.

**ESSENTIAL FUNCTIONS**

The Bilingual Parent/Community Liaison may perform any combination of the following:

- Explain district and school site policies and procedures.
- Identify, develop and implement strategies to increase parent and family participation and involvement in school and district activities and programs.
- Plan, organize, and promote parent education and training opportunities; encourage families to attend and participate in school and district events; emphasizes the importance of education and student involvement.
- Coordinate meetings.
- Contact parents and families to provide information or respond to inquiries.
- Obtain contact information of target group populations; establish and maintain contact lists.
- Foster relationships with community groups as appropriate to obtain information, learn about available resources and establish partnerships.
- Refer parents and families to outside agencies as appropriate.
- Maintain records and files, enter information into a computer, produce basic reports.
- Provide written translations and oral interpretations to assist communication.
- Perform other job-related duties as assigned.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Writing conventions

**ABILITY TO:**

- Speak, read, write English and designated second language
- Coordinate and schedule activities, meetings and events.

## **BILINGUAL PARENT/COMMUNITY LIAISON**

- Compose written communications applying correct English/second-language usage, grammar, spelling, punctuation and vocabulary.
- Collaborate with others.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce basic reports.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

## **EDUCATION AND EXPERIENCE**

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. One year of clerical experience involving recordkeeping and frequent contact with the public is required.

## **DISTINGUISHING CHARACTERISTICS**

Bilingual Community Liaison is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses. Positions designated as bilingual require oral competency and literacy in English and designated second language and the ability to translate spoken and written English to designated second language and designated second language to English.

The **Bilingual Parent/Community Liaison** facilitates communication with families on the behalf of the school and district to create and maintain a partnership between home and school and create a greater understanding of educational procedures, issues, and concerns

Differentiation between Bilingual Parent/Community Liaison and positions above and below are distinguished as follows:

The **Secretary** provides clerical and secretarial assistance to department or program administrators and staff.

The **Receptionist** is the central point of contact for phone calls and visitors and provides general clerical



**BILINGUAL PARENT/COMMUNITY LIAISON**

support to an office. Assigned duties require general knowledge of office functions, policies and procedures. Tasks and assignments have clear instructions, guidelines and parameters.

**REQUIRED TESTING**

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

**CERTIFICATES**

None

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

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

**WORKING ENVIRONMENT**

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

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

None

<b>61 Approved active requisitions (not including HOLDS and Pending Approval)</b>						
<b>58 Total Current/pending vacancies in 17 different job classifications</b>						
<b>SITE</b>	<b>SLOT</b>	<b>Position</b>	<b>Hrs/Wk</b>	<b>Hrs/Day</b>	<b>FTE</b>	<b>STATUS</b>
PTMS	AJ705	Custodian	40	8	1.00	Recruitment in progress
DNO	AO065	Custodian	40	8	1.00	Recruitment in progress
SDA	AL907	Custodian	40	8	1.00	Recruitment in progress
M&O	AA165	Custodian Floater	40	8	1.00	Recruitment in progress
M&O	AA198	HVAC Technician	40	8	1.00	Recruitment in progress
TPHS	AM890	Student Health Care Specialist	30	6	0.75	Recruitment in progress
DO	AA081	Human Resource Technician	40	8	1.00	Recruitment in progress
DO	New Slot	Human Resource Specialist	40	8	1.00	Recruitment in progress
LCC	AO042	Interpreter for the the Deaf and Hard-of-Hearing	32.5	6.5	0.81	Recruitment in progress
COAST	AI616	Instructional Assistant - Behavior Intervention	27.5	5.5	0.69	Recruitment in progress
TPHS	AN952	Instructional Assistant - Behavior Intervention	30	6	0.75	Recruitment in progress
TPHS	AJ212	Instructional Assistant - Behavior Intervention	30	6	0.75	Recruitment in progress
CCA	AA437	Instructional Assistant Special Education	19.5	3.9	0.49	Recruitment in progress
TPHS	AJ266	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
PTMS	AN548	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
SDA	AN963	Instructional Assistant Special Education	30	6	0.75	HOLD
SDA	AN961	Instructional Assistant Special Education	30	6	0.75	HOLD
COAST	AJ156	Instructional/Personal Care Assistant	27.5	5.5	0.69	Pending approval
COAST	AJ674	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AN656	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AN149	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AH436	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AH447	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AD636	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AJ180	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
FAC	AA205	Maintenance Supervisor	40	8	1.00	Recruitment in progress
DNO	AA226	Nutrition Services Assistant I	17.5	3.5	0.48	Recruitment in progress
CVMS	AC928	Nutrition Services Assistant I	15	3	0.38	Recruitment in progress
DNO	AI917	Nutrition Services Assistant I	12.5	2.5	0.31	Recruitment in progress
DNO	AA223	Nutrition Services Assistant I	17.5	3.5	0.48	Recruitment in progress
OCMS	AF015	Nutrition Services Assistant I	15	3	0.38	Recruitment in progress
CVMS	AI916	Nutrition Services Assistant I	12.5	2.5	0.31	Recruitment in progress
DNO	AJ075	Nutrition Services Assistant I	16.25	3.25	0.41	Recruitment in progress
LCC	AA241	Nutrition Services Assistant I	12.5	2.5	0.31	Recruitment in progress
OCMS	AN328	Nutrition Services Assistant I	10	2	0.25	Recruitment in progress
SDA	AN339	Nutrition Services Assistant I	15	3	0.38	Recruitment in progress
CVMS	AD298	NSA II	19.5	3.9	0.49	Recruitment in progress
MO	AA211	Plumber	40	8	1.00	Recruitment in progress
DO	AI276	Receptionist	40	8	1.00	Recruitment in progress
SDA	AA081	Receptionist	40	8	1.00	Recruitment in progress
TRANS	AA494	School Bus Driver	20	4	0.50	Recruitment in progress

<b>61 Approved active requisitions (not including HOLDS and Pending Approval)</b>						
<b>58 Total Current/pending vacancies in 17 different job classifications</b>						
<b>SITE</b>	<b>SLOT</b>	<b>Position</b>	<b>Hrs/Wk</b>	<b>Hrs/Day</b>	<b>FTE</b>	<b>STATUS</b>
TRANS	AA513	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA531	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA507	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA510	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA515	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AF521	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AJ470	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA514	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AE711	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA516	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA525	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AJ471	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AE717	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA527	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA491	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA495	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA498	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA506	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA512	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA548	Transportation Operations Supervisor	40	8	1.00	Recruitment in progress

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Acacio II, Reynaldo**, Instructional Assistant – Special Education, SR34, 75% FTE, Torrey Pines High School, effective 09/06/2022.
2. **Belloise, Joseph**, Instructional Assistant, Special Education (Behavior Intervention), SR36, 69% FTE, COAST Academy, effective 09/28/2022.
3. **Buonfiglio, Lia**, Instructional Assistant – Special Education (Behavior Intervention), SR36, 75% FTE, Pacific Trails Middle School, effective 09/06/2022.
4. **Freeland, Kristine**, Receptionist, SR32, 100% FTE, Canyon Crest Academy, effective 09/27/2022.
5. **Haverkamp, Leslie**, Instructional Assistant – Special Education, SR34, 75% FTE, Oak Crest Middle School, effective 09/19/2022.
6. **Hierlihy, Nathan**, Instructional/Personal Care Assistant, SR37, 75% FTE, Oak Crest Middle School, effective 09/13/2022.
7. **Isario, Yesenia**, Receptionist, SR32, 100% FTE, Torrey Pines High School, effective 09/30/2022.
8. **Jackson, Travis**, Instructional Assistant – Special Education, SR34, 49% FTE, Diegueno Middle School, effective 09/12/2022.
9. **Jevitzky, Frank**, Information Technology Support Technician, SR51, 100% FTE, Technology, effective 09/19/2022.
10. **Larner Jr, John**, Accounting Technician, SR42, 100% FTE, District Office, effective 09/06/2022.
11. **Lin, Jianying**, Instructional Assistant – Special Education, SR34, 75% FTE, Earl Warren Middle School, effective 09/19/2022.
12. **Liu, Haitian**, Nutrition Services Assistant I, SR25, 31% FTE, Carmel Valley Middle School Café, effective 10/03/2022.
13. **Martinez, Ruben**, Instructional Assistant, Special Education, SR34, 75% FTE, Torrey Pines High School, effective 09/06/2022.
14. **Moon, Ji Yun**, Nutrition Services Assistant I, SR25, 49% FTE, Torrey Pines High School, effective 09/12/2022.
15. **Sabat, Snehalata**, Instructional Assistant – Special Education, SR34, 75% FTE, Carmel Valley Middle School, effective 09/06/2022.
16. **Schorck, Debora**, Administrative Assistant II, SR40, 100% FTE, District Office, effective 09/15/2022.
17. **Struempfer, Laura**, Instructional Assistant – Special Education, SR34, 49%, Earl Warren Middle School, effective 09/19/2022.
18. **Tran, Thuy**, Nutrition Services Assistant I, SR25, 25% FTE, Oak Crest Middle School Café, effective 09/26/2022.

#### Change in Assignment

1. **Babar, Manisha**, Nutrition Services Assistant I, SR25, 38% FTE, Oak Crest Middle School Café, to Nutrition Services Assistant I, SR25, 44% FTE, La Costa Canyon High School, effective 09/19/2022.
2. **Balderas, Rolando**, Transportation Dispatcher, SR41, 100% FTE, Transportation, to Transportation Router/Scheduler, SR43, 100% FTE, Transportation, effective 10/03/2022.
3. **Carl, Lori**, Instructional/Personal Care Assistant – Special Education, SR37, 69% FTE, COAST Academy, to Health Technician, SR35, 75% FTE, Pacific Trails Middle School, effective 10/03/2022.

4. **Correa, Carolina**, Nutrition Services Assistant I, SR25, 38% FTE, Carmel Valley Middle School Café, to Nutrition Services Assistant I, SR25 44% FTE, Carmel Valley Middle School Café, effective 09/15/2022.
5. **Diehl, Naomi**, Health Technician, SR35, 75% FTE, Earl Warren Middle School, to Health Technician, SR35, 100% FTE, San Dieguito High School Academy, effective 09/26/2022.
6. **Main, Laura**, Leave of Absence, to Accounting Assistant-ASB, SR40, 100% FTE, Canyon Crest Academy, effective 09/19/2022.
7. **Zhou, Rong**, Nutrition Services Assistant I, SR25, 44%FTE, Diegueno Middle School Café, to Instructional Assistant – Special Education, SR34, 75% FTE, Oak Crest Middle School, effective 09/06/2022.

### **Resignation**

1. **Anquiano Arevalo**, Mario, Nutrition Services Assistant II, SR27, 49% FTE, Carmel Valley Middle School, effective 09/16/2022.
2. **Borman, Robert**, HVAC Technician, SR49, 100% FTE, Facilities, effective 09/21/2022.
3. Cordero Gomez, Maria, School Bus Driver, SR38, 53%, Transportation, effective 09/16/2022.
4. **Hathaway, Stephanie**, School Bus Driver, SR38, 53% Transportation, resignation for the purpose of retirement, effective 09/30/2022.
5. **Ontiveros, Sydney**, Instructional Assistant – Special Education (Behavior Intervention), SR36, 75% FTE, Pacific Trails Middle School, effective 09/28/2022.
6. **Ramirez, Alexander**, Receptionist, SR32, 100% FTE, San Dieguito High School Academy, effective 09/30/2022.
7. **Saunders, Marshall**, Custodian, SR32, 100% FTE, Canyon Crest Academy, effective 09/2/2022.

### **Classified Personnel Supplement October 13, 2022**

#### **Artist in Residence**

1. **Gallagher, Christopher**, San Dieguito Academy, Writing Lab, effective 09/27/2022
2. **Jayasimha, Marquerite**, Carmel Valley Middle School, Music, effective 08/22/2022
3. **Jubran, Wadeaa**, Canyon Crest Academy, Envision, effective 09/01/2022
4. **Krumbein, Jean**, Canyon Crest Academy, EVA Envision, effective 08/25/2022
5. **Leitner, Serena**, Canyon Crest Academy, EVA Envision, effective 08/31/2022
6. **Lemay, Lisa**, Canyon Crest Academy, Theater Arts/Envision, effective 09/08/2022
7. **Uno, Odessa Mae**, Canyon Crest Academy, Envision Dance, effective 09/13/2022

#### **AVID Tutor**

1. **Campbell, Colin**, Digueno Middle School, effective 09/12/2022
2. **Lagrange, Simon**, La Costa Canyon, effective 08/30/2022

#### **Athletic Coach**

##### **Canyon Crest Walk-On**

1. **Disney, Philip**, Girl's Water Polo, Varsity Head Coach, effective 09/14/2022
2. **Liu, David**, Girl's Tennis, Varsity Assistant Coach, effective 08/30/2022

##### **La Costa Canyon Walk-On**

1. **Galli, Meghan**, Girl's Soccer, Junior Varsity Head Coach, effective 09/22/2022
2. **Mackle, Duke**, Boy's Wrestling, Varsity Assistant Coach, effective 09/29/2022
3. **Velasquez, Christian**, Junior Varsity Head Coach, Cheer - Sideline, effective 09/28/2022

### **San Dieguito Academy Walk-On**

1. **Elenz-Marin, Michael**, Boy's Soccer, Varsity Head Coach, effective 09/29/2022
2. **Eyre, Signe**, Girl's Soccer, Varsity Head Coach, effective 09/28/2022
3. **Faramarzi, Som**, Girl's Soccer, Varsity Assistant Coach, effective 09/13/2022
4. **Freeman, Daniela**, Girl's Water Polo, Varsity Head Coach, effective 09/12/2022
5. **Germuska, Peter**, Girl's Water Polo, Freshmen Head Coach, effective 09/12/2022
6. **Lopez, Nikolas**, Boy's Soccer, Junior Varsity Head Coach, effective 09/29/2022
7. **Pupping, Joshua**, Boy's Basketball, Freshmen Head Coach, effective 09/22/2022
8. **Smithey, Aubree**, Girl's Basketball, Varsity Head Coach, effective 09/27/2022
9. **Stewart, Collin**, Girl's Water Polo, Junior Varsity Head Coach, effective 09/12/2022

### **Torrey Pines Walk-On**

1. **Gaston, Daniel**, Football, Varsity Assistant Coach, effective 08/30/2022
2. **Gilliam, Jacob**, Boy's Basketball, Varsity Assistant Coach, effective 09/07/2022
3. **Orozco, Eugene**, Boy's Soccer, Varsity Assistant Coach, effective 09/07/2022
4. **Rosendo, Matthew**, Girl's Soccer, Varsity Assistant Coach, effective 09/12/2022

### **Classified Substitutes**

1. **Bowen, William**, effective 08/26/2022
2. **Brown, Alexandra**, effective 08/20/2022
3. **Clark, Andrea**, effective 09/28/2022
4. **Field, Marie**, effective 09/19/2022
5. **Galli, Meghan**, effective 09/08/2022
6. **Hargraves, Tucker**, effective 08/31/2022
7. **Howe, Lee Ann**, effective 09/08/2022
8. **Mahal, Sandeep**, effective 09/19/2022
9. **Pere-Perez, Ruth**, effective 09/29/2022
10. **Uribe, Consuelo**, effective 09/15/2022