

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

Regular Meeting Agenda

3:30 P.M., May 10, 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 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., May 10, 2022

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the May 10, 2022, Personnel Commission Regular Meeting.

Public Comments, if any

Motion by _____, second by _____, to approve the agenda for the May 10, 2022, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the April 12, 2022, Personnel Commission Special Meeting.

Public Comments, if any

Motion by _____, second by _____, to approve the minutes of the April 12, 2022, Personnel Commission Special Meeting.

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

A. California School Employees Association

B. San Dieguito Union High School District

C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public comments, if any

A. Motion by _____, second by _____, to approve a Merged Eligibility List for Accounting Assistant-ASB, SR 40, Open/Promotional-Dual Certification, effective 04/12/22, individual eligibility valid for six months.

- B. Motion by _____, second by _____, to approve a Merged Eligibility List for Administrative Assistant II, SR 40, Open/Promotional, effective 04/12/22, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve an Eligibility List for Theater Technician, SR 41, Open/Promotional-Dual Certification, effective 04/12/22, eligibility valid for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List Instructional Assistant Special Education – Behavior Intervention, SR 36, Open/Promotional, updated 04/25/22, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant, SR 34, Open/Promotional-Dual Certification, updated 04/25/22, individual eligibility valid for six months.
- F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant, SR 37, Open/Promotional, updated 04/25/22, individual eligibility valid for six months.
- G. Motion by _____, second by _____, to approve an Eligibility List for Executive Assistant (Confidential), SR 1, Open/Promotional-Dual Certification, effective 04/26/22, eligibility valid for six months.
- H. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, updated 04/27/22, individual eligibility valid for six months
- I. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 05/02/22, 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 Administrative Assistant IV, SR 44, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification.

8. ASSEMBLY BILL 361/SPECIAL MEETING DATE SCHEDULED

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 Personnel Commission meetings scheduled in the next 30 days, virtually.
- B. Motion by _____, second by _____, to hold a special meeting of the Personnel commission on a mutually agreed upon date. An agenda item at this meeting would be to possibly announce the June 14, 2022 Regular Meeting as virtual since that meeting date exceeds 30 days from today.

9. 2022-2023 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL

- A. Open Public Hearing
- B. Call for Public Comment
- C. Close Public Comment
- D. Motion by _____, second by _____, to approve the 2022-2023 Personnel Commission Budget as proposed.

10. CLASSIFICATION REVIEW

Administrative Assistant II – Special Education

- A. Motion by _____, second by _____, to reclassify a vacant position in the Special Education Department from Administrative Assistant II (R40) to Information Systems Support Technician (R44).

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

- A. Vacancy Report
- B. Personnel List Report
- C. Other – Follow up from inquiry regarding definition of classified positions

12. CORRESPONDENCE

Public Comments, if any

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 14, 2022, at 3:30 P.M. Please note, this meeting may be held virtually.

14. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, April 12, 2022

SDUHSD District Office, Large Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by Commission Chair JOHN BAIRD

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director

3. APPROVAL OF THE AGENDA FOR THE April 12, 2022, PERSONNEL COMMISSION
REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the April 12, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

4. APPROVAL OF THE MINUTES OF THE March 2, 2022, PERSONNEL COMMISSION
SPECIAL MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes of the March 2, 2022, Personnel Commission Special Meeting.

John Baird-Aye

Justin Cunningham-Aye

Passed with two 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-None
- B. San Dieguito Union High School District-Associate Superintendent, Tina Douglas, shared that the district finished negotiation today with CSEA and thanked CSEA for the collaborative approach. She also shared her appreciation for Wayne Baldwin's leadership.
- C. Public –Carmen Blum stated that the recently established classification of Licensed Mental Health Clinician and the existing classification of Occupational Therapist should not be classified positions due to their "professional" status and high pay. Director Dixon shared her understanding of why these assignments are classified. Ms. Blum requested that a distinction between classified and certificated be provided.

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 Custodian, SR 32, Open/Promotional-Dual certification, updated 3/03/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Human Resources Certificated Analyst, SR 52, Open/Promotional-Dual Certification, effective 3/7/22, eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Health Technician, SR 35, Open/Promotional-Dual Certification, effective 3/8/22, eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- D. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant, SR 37, Open/Promotional, updated 3/10/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- E. 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 3/10/22, individual eligibility valid for six

months.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

- F. 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 3/16/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- G. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education Behavior Intervention, SR 36, Open/Promotional updated 3/16/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- H. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant Special Education, SR 37, Open/Promotional, updated 3/16/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- I. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Lead Vehicle & Equipment Mechanic, SR 52, Open/Promotional, effective 3/16/22, eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- J. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 3/17/22, individual eligibility valid for six months.
John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes
- K. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to approve a Continuous Filing Eligibility List for Instructional Assistant Bilingual, SR 31, Open/Promotional-Dual Certification, updated 3/17/22, individual eligibility valid for six months.

John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes

- L. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR 40, Open/Promotional-Dual Certification, updated 3/23/22, individual eligibility valid for six months.

John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes

- M. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 3/25/22, individual eligibility valid for six months.

John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes

- N. 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 3/30/22, individual eligibility valid for six months.

John Baird-Aye
Justin Cunningham-Aye
Passed with two 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 Administrative Assistant II, SR40, Open/Promotional (merged list).

John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month eligibility list for Accounting Assistant ASB, SR 40, Open/Promotional-Dual Certification (merged list).

John Baird-Aye
Justin Cunningham-Aye
Passed with two Ayes

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Executive Assistant, Confidential SR 1, Open/Promotional-Dual Certification.

John Baird-Aye
Justin Cunningham-Aye

Passed with two Ayes

8. CLASSIFICATION REVIEW

Public comments- See below

A. Maintenance Supervisor

1. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to revise the job description for the classification of Maintenance Supervisor as presented.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

2. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to retain Range 9 of the Supervisor Salary Schedule for the Maintenance Supervisor classification.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

B. Interpreter for the Hearing Impaired

1. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to revise the job description for Interpreter for the Hearing Impaired as presented.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

2. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to abolish the classifications of Interpreter for the Hearing Impaired (R54), Interpreter for the Hearing Impaired (NIC) (R57), and Interpreter for the Hearing Impaired (NIC Master) (R63) and to retain Interpreter for the Deaf and Hard-of-Hearing at Range 60 of the Classified Salary Schedule.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

Public comment – Ms. Blum expressed concerns regarding the amount of the bilingual differential for Receptionist and Administrative Secretary. Ms. Blum requested that this item be tabled to a subsequent meeting after review of the bilingual differentials as this is a related classification.

C. School Plant Supervisor – Small School/Auxiliary Sites

1. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a classification of School Plant Supervisor – Small School/Auxiliary Sites and approve the job description as presented.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

2. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to recommend to the SDUHSD Board of Trustees allocating the classification of School Plant Supervisor – Small School/Auxiliary Sites to Range 39 of the Classified Employees Salary Schedule.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

D. Licensed Mental Health Clinician (Pending)

Classification was established on 2/8/22; the salary recommendation was tabled.

1. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to recommend to the SDUHSD Board of Trustees allocating the classification of Licensed Mental Health Clinician to Range 62 of the Classified Employees Salary Schedule.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

Public Comment – Mr. Baldwin spoke on behalf of CSEA regarding recognition of the need for the position but expressing concern about the funding of the position and the possibility of its impact on funding other classified positions. The discussion included comments about whether the source of funding should be included in the job posting. Ms. Douglas explained the way that LCAP funding works. Unlike grant funded positions, this is not considered one-time funding. As long as it's in the LCAP plan it's funding is ongoing.

E. Athletic Trainer

1. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to recommend to the SDUHSD Board of Trustees reallocating the classification of Athletic Trainer from Range 42 to Range 47 of the Classified Employees Salary Schedule.

John Baird-Aye

Justin Cunningham-Aye

Passed with two 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, seconded by JOHN BAIRD, to hold Personnel Commission meetings scheduled in the next 30 days, virtually.

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. RULE REVISION

Public Comments-None

Rules & Regulations for the Classified Service

Rule 7.3 Compensation for Limited-Term Employment (specifically former employees who return to work in limited-term or substitute assignments that are a higher classification than the position they held when permanent).

Director Dixon explained that there are instances when a former employee returns to help the district by working as a substitute in a higher classification than their permanent assignment

and, based on the current rule, they are paid at the same rate as someone who has not previously worked for the district. Dixon asked if the commission would support a revised rule which would compensate former employees differently. The example provided is when an IA Special Education (R34) returns to work in the IA personal care capacity and they are paid a lower rate than what they had earned. Dixon will bring a draft of a proposed rule revision to a future meeting.

11. PROPOSED 2022-2023 BUDGET REVIEW (First Read)

Public Comments – None

Director Dixon reviewed the proposed budget. There were no proposed revisions. The item will appear at the next meeting within a public hearing.

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

A. Vacancy Report

B. Personnel List Report

C. Other – *Commissioner Baird gave an overview of the CSPCA state conference.*

13. CORRESPONDENCE-

Public Comments- None

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 10, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

15. CLOSED SESSION

Public Comments – None

A. Personnel Commission Staff Administrative Matter

B. Potential Hearings

C. Examination Content

16. RECONVENE TO OPEN SESSION

A. Commissioner Baird reported that there was no action taken during closed session.

17. ADJOURNMENT – 6:17 P.M.

San Dieguito Union High School District
Personnel Commission
Accounting Assistant - ASB
Eligibility List - Merged
Open/Promo-Dual Certification

Updated 4/12/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Exp. Date</i>	<i>Source</i>
3336935	1	8/3/2022	Promo
3264849	2	10/12/2022	Promo
4480753	3	10/12/2022	Promo
2791914	4	8/3/2022	Promo
2960293	5	10/12/2022	Open
2876240	6	8/3/2022	Open
1899787	7	8/3/2022	Promo

S. Dixon

San Dieguito Union High School District
 Personnel Commission
Administrative Assistant II
 Eligibility List - Merged
 Open-Promotional

Updated: 4/12/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	
2579180	1	10/12/2022	Promotional
3264849	2	10/12/2022	
1219702	3	6/17/2022	
2657960	4	6/17/2022	
2791914	5	6/17/2022	
6688851	6	6/17/2022	
3586495	1	10/12/2022	Open
6523156	2	6/17/2022	

S.Dixon

San Dieguito Union High School District
Personnel Commission

Theater Technician

Eligibility List - Open/Promotional-Dual Certification

Effective Date: 4/12/2022

Eligibility Expires: 10/12/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
2479233	1	Open

S. Dixon

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

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

Updated: 4/25/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	
			Promotional
3294802	1	9/16/2022	Open
6571602	2	9/16/2022	
6781984	3	10/25/2022	
1845383	4	6/21/2022	
3495311	5	8/23/2022	

S. Dixon

San Dieguito Union High School District
Personnel Commission
Instructional Assistant
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: 4/25/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
6520782	1	7/5/2022
3294802	2	9/16/2022
6571602	3	9/10/2022
3292685	4	4/26/2022
6781984	5	10/25/2022
6691334	6	7/31/2022
4438712	7	9/17/2022
6671374	8	9/30/2022

S. Dixon

San Dieguito Union High School District
 Personnel Commission
Instructional/Personal Care Assistant
 Eligibility List - Continuous Filing
 Open/Promo

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

Updated: 4/25/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>	
3292685	1	4/26/2022	Promotional
3294802	1	9/16/2022	Open
6571602	2	9/16/2022	
6781984	3	10/25/2022	

S. Dixon

San Dieguito Union High School District
Personnel Commission
Executive Assistant (Confidential)
Eligibility List
Open/Promo-Dual Certification

Effective Date: 4/26/2022

Expiration Date: 10/26/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6792869	1	Promo
2301265	2	Open
2579180	3	Promo
1614983	4	Promo
6778494	5	Open
2820362	6	Promo
1374337	7	Open

S. Dixon

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

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

Updated: 4/27/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
3000647	1	10/27/2022	Open
6513762	2	10/27/2022	Open
2637049	3	9/3/2022	Open
3626044	4	8/23/2022	Open

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: 5/2/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>
6759181	1	9/17/2022
2817911	2	11/2/2022
6512695	3	8/10/2022

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

May 10, 2022

TO: Personnel Commission
FROM: Susan Dixon
Director of Classified Personnel
SUBJECT: Agenda Item #9, Proposed Personnel Commission Budget for 2022-23

Education Code 45253 and the Rules and Regulations for the Classified Service provide that the Personnel Commission shall prepare and adopt an annual budget for the Commission operations. The budget must be prepared for a public hearing prior to May 30 of each year. The Personnel Commission cannot take action to adopt its budget prior to a public hearing of the budget. There was a first reading of the 2022-23 Personnel Commission budget on April 12, 2022 at the regularly scheduled Personnel Commission meeting. No revisions were made by the commissioners. One change has been made to the proposed budget since that meeting. The line item for benefits has been reduced as provided by the Finance Department.

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

The Director of Classified Personnel met with Finance staff to review each budget line item prior to this meeting. The Director of Fiscal Services stated she had no concerns with the proposed budget.

Each line of the proposed Personnel Commission budget is explained below:

"Cert Board Members Salary" is the line to be used for a commissioner's meeting stipend if the commissioner is a certificated employee. This line will be used to compensate Commissioner Cunningham. Based on past experience, I am proposing funding 18 meetings; 12 regular meetings and six special meetings in case of hearings or other needs.

"Benefits" is automatically calculated with an Excel formula provided by the Finance Department. This item line appears twice; once for certificated and again for all classified. The actual cost may be adjusted as rates change. Includes costs such as worker's compensation.

"Class Superv & Admin Salaries" is the line for the Director's salary. As noted previously, the Management Salary Schedule now includes the District Credit for benefits.

“Class Board Members Salary” is the line to be used for a commissioner’s meeting stipend if the commissioner is a classified employee (anyone who did not retire from STRS). This line will be used to compensate Commissioners Baird and Charles. As noted above, I am proposing allowing for 18 meetings; 12 regular meetings and six special meetings if necessary.

“Clerical and Office Salaries” is the line for the Human Resources Analyst’s and Technician’s salaries. The actual cost will be lower than the budgeted amount because the incumbent in the Technician position is at a lower step than the previous incumbent (previous incumbent, Step 7). For budgeting purposes, the maximum salary amount is used to preserve the budget for future years.

“Clerical Overtime Wages” is funded in the event commission-based work exceeds normal work hours. Historically, PC staff has opted for compensatory time rather than overtime when testing or commission meetings run past the normal workday. Overtime should be maintained in the event this changes. The proposed amount is the same as previous year’s budgets. The \$899 charge is being corrected by Finance; it is the result of the Technician working OT while covering a former position and should not have been charged to the PC budget.

“Clerical Subs-Illness/Leave” has not been a line item previously as PC staff does not use substitutes when staff is absent. The expense for the 2021-22 year is being reviewed.

“Clerical-Extra Help” is sometimes used to compensate District employees who serve as subject matter experts on Qualifying Appraisal Interviews during school breaks or after hours. We have used this during the past year when we were unable to secure an external rater or when an internal rater could not miss any work hours. The proposed amount is the same as last year’s budget.

“Benefits” is displayed again to show the total for all classified staff. As referenced earlier, the cost for benefits is based on a formula provided by Finance. The cost for previous years’ benefits expense does not display on the budget worksheets. As such, when comparing the “Personnel Commission Total” displayed on the bottom right corner of the spreadsheet with the previous total, it makes the budget appear to be considerably higher than the previous year.

“Materials and Supplies” remains the same as last year. In some years, this budget has been higher because we have had known costs such as ipads and keyboards for test administration. We have ordered considerably fewer supplies the last two years due to remote work and virtual testing. The PC used to have a line item for Classified Employee Recognition; however, the Finance Department notified us last year that this expense should now be reflected as part of the materials and supplies budget.

“Refreshments” has been used to provide our Qualifications Appraisal Interview (QAI) and performance exam panel members with lunch. Due to administering virtual exams again this year, we did not incur any expenses this fiscal year. We project the same volume of recruiting to occur in the coming fiscal year as we experienced the past couple of years and anticipate some of the performance exams and QAIs will be conducted in-person. The refreshment budget may also need to be utilized to purchase lunch for those providing services at a hearing so the budget allows for that potential expense as well. Leucadia Pizza in Encinitas is utilized for lunch service as they offer delivery and have a variety of items at reasonable prices.

“Non-Capitalized Tech Equipment” - we have no anticipated expenses this year.

“Conference, Workshops, and Seminars” - the primary expense for this budget line is attendance at the California School Personnel Commission Association (CSPCA) annual conference. This year, Commissioner Baird and Dixon attended; however, as both are members of the CSPCA state board, most expenses were paid by CSPCA. While the dollar amount for attendance at this conference fluctuates each year depending on location and the associated cost of transportation and accommodations, each year we budget the maximum amount which may be necessary in any given year that would allow the commissioners and director to attend this event to ensure it remains properly funded. In addition to the conference, these funds can be used for staff members and commissioners to attend the Merit Academy and for commission staff to attend test development and classification trainings sponsored by professional organizations such as WRIPAC. Ms. Laity is currently attending the Merit Academy; however, this expense is not yet reflected in our expenses for this year.

“Mileage” is proposed to remain at \$500, the amount consistent with previous years. With a hybrid car, the director does not submit mileage; however, mileage should still be budgeted in case this changes.

“Dues and Memberships” is budgeted the same as last year. Agencies to which we belong include the Cooperative Organization for the Development of Employee Selection Procedures (CODESP, testing materials, \$2,300), California School Personnel Commissioners Association (CSPCA, \$800), and CSPCA-San Diego (our local chapter, \$50). Fifty excess dollars above known costs is budgeted in the event of a fee increase.

“Rents & Leases” and “Copy Charges” are directly related as they cover our copier machine lease and the associated cost of each copy/scan. The Personnel Commission contributes 1/3 the cost of the machine used by the Human Resources Department (1/3 is paid by Certificated Personnel, 1/3 is paid by HR Operations). It’s hard to anticipate this expense for the coming year; however, we’ve had no indication that fees or usage will increase. The Personnel Commission staff continues to move towards paperless processes whenever possible.

“Professional/Consult Services” cover costs for services associated with appeal hearings (e.g. court reporter, translator). The 2022-23 proposed budget takes into account the possibility of hearings with associated costs. Based on expenses incurred with a previous hearing, approximately \$3,200 per day for court reporting/interpreting, the request is to budget \$10,000.

“Legal Expenses” has once again been budgeted based on the highest year’s expense from recent history. While the amount spent each year fluctuates considerably, the practice is to allocate funding which would allow for legal services for several issues should the need arise. In previous years, the total amount budgeted was typically encumbered in a purchase order. As services are provided, money was moved from the encumbered column to the expense column. We no longer encumber money with a specific legal firm so as to be able to select an attorney from the legal firm the commission selects to serve as a hearing officer or to provide counsel.

“Computer Licensing” had not been utilized for a number of years; however, our contract with Eskill, the online candidate testing platform we use, is paid from this budget. We will be renewing our service agreement for the 2022-23 fiscal year. Personnel Commission staff will be housed at Pacific Trails Middle School for the one-year district office building renovation so we will continue to utilize online testing for many exams.

“Advertising” - approximately half of this expense (\$915) is for the use of Edjoin as our online application system. We anticipate the cost for the use of Edjoin next fiscal year to be similar but have not yet been billed. The remaining amount is used each year as needed depending upon recruiting needs. We regularly post ads on Craigslist as well as in local publications or with specific trade publications. We have also purchased an advertising package with Government Jobs in past years and may do so again. The proposed budget for 2022-23 is the same as the current year.

“Communications-Postage” has been used to send certified or registered mail. The proposed amount is consistent with past years.

Personnel Commission

Description	2021-22 Budget	2021-22 Expenses	2022-23 Budget	Notes
Cert Board Members Salary	900	500	900	Commissioner Cunningham, 12 regular mtgs, 6 spec
Benefits			210	Finance poplutes this cell, fringe for Cunningham
Class Superv & Admin Salary	135,263	90,175	135,263	Salary for Director
Class Board Members Salary	1,800	1,000	1,800	Commissioners Baird and Charles, 12 reg mtgs, 6 sp
Clerical and Office Salaries	146,066	98,170	146,066	Salary Analyst and Technician
Clerical Overtime Wages	1,500	899	1,500	Expense was incorrect, Finance correcting
Clerical Subs-Illness/Leave	0	1,547	0	No charges should appear, subs not used in PC
Clerical Extra Help	500	0	500	Employees PC asks to serve on panels, off calendar
Benefits			102,347	Finance poplutes this cell, fringe for all except Cunningham
Materials and Supplies	1,500	0	1,500	Virtual testing and meetings, paperless this year
Refreshments	950	0	950	Virtual testing none needed this year, keep for future
Non-Capitalized Tech Equip	0	0	0	Keep as a line item
Conference, Workshop, Sem	5,400	0	5,400	Statewide CSPCA conference, Merit Academy, staff training
Mileage	500	0	500	Hybrid car, don't submit mileage
Dues and Memberships	3,200	3,150	3,200	CODESP for test items, CSPCA membership state and SD
Rents & Leases	3,000	-52	3,000	Copier machine, PC pays 1/3 of department cost
Copy Charges	2,000	-29	2,000	Copies, PC pays 1/3 of department cost
Professional/Consult Svs	10,000	0	10,000	Potential hearing costs: officer, transcriber, translator
Legal Expense	14,275	0	14,275	Based on highest charge in past years
Computer Licensing	5,000	4,500	5,000	Eskill for virtual testing, will continue to use
Advertising	2,100	236	2,100	Includes Edjoin, Craigs List, local news, website ads
Communications-Postage	25	0	25	Certified mail when needed
Personnel Commission Total	333,979	200,095	436,537	

**2022-2023 Budget
Personnel Commission**

Fund	Resource	Goal	Func	Object	Site	Oper Unit	Object Description	2021-22 Budget	2021-22 Expenses	2021-22 Encumbrances & Pre-Encumbrances	2021-22 Remaining Balance	2022-23 Budget	NOTES
Human Resources													
PERSONNEL COMMISSION													
	0100	0000641	0000	7490	1900001	016 001	Cert Board Members Salary	900	500	204	196	900	
					3xxx		Benefits					211	
Do NOT upload	0100	0000641	0000	7490	2300000	016 001	Class Superv & Admin Salaries	135,263	90,175	45,995	(907)	135,263	
	0100	0000641	0000	7490	2300001	016 001	Class Board Members Salary	1,800	1,000	408	392	1,800	
Do NOT upload	0100	0000641	0000	7490	2400000	016 001	Clerical And Office Salaries	146,066	98,170	47,008	888	146,066	
	0100	0000641	0000	7490	2400056	016 001	Clerical Overtime Wages	1,500	899	0	601	1,500	
	0100	0000641	0000	7490	2400057	016 001	Clerical Subs-Illness/Leave	0	1,547	0	(1,547)	0	
	0100	0000641	0000	7490	2400058	016 001	Clerical-Extra Help	500	0	0	500	500	
					3xxx		Benefits					102,347	
	0100	0000641	0000	7490	4300000	016 001	Materials And Supplies	1,500	0	0	1,500	1,500	
	0100	0000641	0000	7490	4300012	016 001	Refreshments	950	0	0	950	950	
	0100	0000641	0000	7490	4400009	016 001	Non-Capitalized Tech Equipment	0	0	0	0	0	
	0100	0000641	0000	7490	5200020	016 001	Conference,Workshop,Sem.	5,400	0	0	5,400	5,400	
	0100	0000641	0000	7490	5200030	016 001	Mileage	500	0	0	500	500	
	0100	0000641	0000	7490	5300000	016 001	Dues And Memberships	3,200	3,150	0	50	3,200	
	0100	0000641	0000	7490	5600002	016 001	Rents & Leases	3,000	-52	732	2,321	3,000	
	0100	0000641	0000	7490	5600008	016 001	Copy Charges	2,000	-29	84	1,945	2,000	
	0100	0000641	0000	7490	5800001	016 001	Professional/Consult Svs	10,000	0	0	10,000	10,000	
	0100	0000641	0000	7490	5800004	016 001	Legal Expense	14,275	0	0	14,275	14,275	
	0100	0000641	0000	7490	5800008	016 001	Computer Licensing	5,000	4,500	0	500	5,000	
	0100	0000641	0000	7490	5800010	016 001	Advertising	2,100	236	0	1,865	2,100	
	0100	0000641	0000	7490	5900002	016 001	Communications-Postage	25	0	0	25	25	
	PERSONNEL COMMISSION Total							333,979	200,095	94,430	39,453	436,537	
Personnel Commission Total								333,979	200,095	94,430	39,453	436,537	



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

Classification Review Report	
Classification	Administrative Assistant II
Classification Type	Classified
Salary Range	Range 40
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	May 4, 2022 (emailed)
Submission to Personnel Commission	May 10, 2022
Agenda Item	Classification Review Report

Background Information

There is a current vacancy for an Administrative Assistant II in the Special Education Department. The Director of School and Student Services, Tiffany Hazlewood, oversees the department and is the direct supervisor of this position. Prior to conducting interviews to staff the vacancy, Ms. Hazlewood met with Personnel Commission staff to express the need for a position that has responsibility for student information and data reporting within the special education department. The department is currently staffed with two Administrative Assistant IIs and with the increasing volume of mandated data reporting for special education, the needs of the department have evolved such that staffing the vacancy with the existing classification of Information Systems Support Technician would better meet the needs of the department. This existing classification works within student information systems to ensure the integrity of the data and to generate reports. After reviewing the duties the director plans on assigning the incumbent, it has been determined that the duties of an Information Systems Support Technician are sufficiently similar to the needs of the department such that a reclassification of the vacant Administrative Assistant II is warranted. The job description for the classification was last updated in 2015. Personnel Commission staff will update the job description for the classification as it has outdated information and staff will bring the revision to a future meeting.

Sources of Information

Tiffany Hazlewood, Director of School and Student Services
 Maritza Diaz, Information Systems Support Supervisor
 Comparison districts in San Diego County

Salary Compensation Review

NA at this time

Recommendation

Reclassify the vacant Administrative Assistant II (R40) in the Special Education Department to Information Systems Support Technician (R44).

Vote by Committee Members:

This item was not presented to the CAC. Changes to the classification of vacant positions have historically not been discussed with CAC. The report was emailed the afternoon of 5/4/22 and at the time of the agenda posting on 5/5/22, feedback had been provided by one member.

Vote	Member	Vote	Member
	Wayne Baldwin, CSEA		Debbie Kelly, Admin
	Matt Colwell, CSEA		Marley Nelms, Admin
	Margy Lara, CSEA		Tina Peterson, Admin

41 Current/pending vacancies in 14 different job classifications						
SITE	SLOT	Position	Hrs/Wk	Hrs/Day	FTE	STATUS
SP ED	AI237	Administrative Assistant II	40	8	1.00	Position under review
TPHS	AA025	Administrative Assistant IV	40	8	1.00	Recruitment in progress
SDA	AA138	Custodian	40	8	1.00	Recruitment in progress
OCMS	AM265	Instructional Assistant Bilingual	18.75	Varies	0.47	Recruitment in progress
EWMS	AF717	Instructional Assistant Special Education	19.05	3.9	0.49	Recruitment in progress
CVMS	AJ224	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
CVMS	AN498	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
PTMS	AN655	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
DGMS	AN740	Instructional Assistant Special Education	19.05	3.9	0.49	Recruitment in progress
SDA - 6 hrs	AA417	Instructional Assistant Special Education				Recruitment in progress
COAST	AG338	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	AJ218	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
OCMS	AJ217	Instructional/Personal Care Assistant	30	6	0.75	Recruitment in progress
SDA	AI265	Instructional/Personal Care Assistant	30	6	0.75	Recruitment in progress
LCC	AI309	Instructional/Personal Care Assistant	30	6	0.75	Interviews conducted
FAC	Req Pending	Maintenance Supervisor	40	8	1.00	Requisition Pending Approval
PTMS	AK203	Nutrition Services Assisant II	19.5	3.9	0.49	Recruitment in progress
LCC	AA241	Nutrition Services Assisant I	12.5	2.5	0.31	Recruitment in progress
DGMS	AA223	Nutrition Services Assisant I	17.5	3.5	0.44	Recruitment in progress
DGMS	AI917	Nutrition Services Assisant I	12.5	2.5	0.31	Recruitment in progress
OCMS	AN328	Nutrition Services Assisant I	10	2	0.25	Recruitment in progress
SDA	AN339	Nutrition Services Assisant I	15	3	0.38	Recruitment in progress
OCMS	AF015	Nutrition Services Assisant I	15	3	0.38	Recruitment in progress
EWMS	AH628	Nutrition Services Assisant I	11.25	2.25	0.28	Recruitment in progress
DO	Req Pending	Receptionist	40	8	1.00	Requisition Pending Approval
TRANS	AA531	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA494	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	AA525	School Bus Driver	20	4	0.50	Recruitment in progress
PTMS	AJ687	Secretary	40	8	1.00	Recruitment in progress
PTMS	Peq Pending	Secretary	40	8	1.00	Requisition Pending Approval
TPHS	AM890	Student Health Care Specialist	40	8	1.00	Recruitment in progress
LCC	AA479	Theater Tech	40	8	1.00	Recruitment in progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Stanley, Jasmine**, Student Support Facilitator, SR39, 49% FTE, Earl Warren Middle School, effective 03/8/2022.
2. **Nam, Ki Yeon**, Nutrition Services Assistant I, SR25, 41% FTE, Canyon Crest Academy, effective 3/21/2022
3. **Wong, Ding**, Athletic Trainer, SR42, 88% FTE, San Dieguito High School Academy, effective 3/21/2022.
4. **Cloutman, Vincent**, Instructional Assistant-Special Education(BI), SR36, 75% FTE, La Costa Canyon High School, effective 03/28/2022.
5. **Dowd, Margaret**, Secretary, SR36, 100% FTE, Oak Crest Middle School, effective 03/21/2022.
6. **Payne, Jeremy**, Custodian, SR32, 100% FTE, Pacific Trails Middle School, effective 03/21/2022.
7. **Rodriguez Jr. Robert**, Custodian, SR32, 100% FTE, Torrey Pines High School, effective 03/14/2022.

Change in Assignment

1. **Morton, Christopher**, Instructional Assistant-Special Education, SR36, to unpaid status and 39-month re-employment list, effective 03/09/2022.
2. **Whittle, Barry**, School Bus Driver, SR28, 50% FTE, Transportation, to unpaid status and 39-month re-employment list, effective 03/17/2022.

Release from Probation

1. **Employee Number 644-362**, Vehicle & Equipment Service Worker, SR41, 100% FTE, Transportation, effective 03/28/2022.

Resignation

1. **Lisle, Grace**, Administrative Assistant IV, SR44, 100% FTE, Torrey Pines High School, resignation for the purpose of retirement, effective 06/13/2022.
2. **Mendoza Magdalena, Elidel**, Nutrition Services Assistant I, SR25, 49% FTE, Torrey Pines High School Café, effective 04/01/2022.
3. **Villalba Garcia, Freddy**, Custodian, SR32, 100% FTE, San Dieguito High School Academy, effective 04/11/2022.
4. **Deans, Carina**, Instructional Assistant-Special Education, 49% FTE, Torrey Pines High School, effective 06/3/2022.
5. **Healy, Mona**, Secretary, SR36, 100% FTE, Pacific Trails Middle School, resignation for the purpose of retirement, effective 06/30/2022.
6. **Kerr, Rylee**, Instructional Assistant-Special Education, 75% FTE, Torrey Pines High School, effective 06/03/2022.
7. **Mitroff, James**, Maintenance Supervisor, SR9, 100% FTE, Facilities, resignation for the purpose of retirement, effective 06/30/2022.
8. **Skeber, Cindy**, Executive Assistant, SR1, 100% FTE, District Office, resignation for the purpose of retirement, effective 05/31/2022.

9. **Lim, Ming-Yi**, Nutrition Services Assistant I, SR25, 38% FTE, Carmel Valley Middle School Café, effective 03/25/2022.

Coaches

Canyon Crest Academy Walk-On

1. **Low, Christine**, Robotics, Assistant Coach, effective 03/28/2022.
2. **Croft, John**, Baseball, Junior Varsity Head Coach, effective 03/08/2022.
3. **Hsu, Calvin**, Boy's Lacrosse, Varsity Assistant Coach, effective 02/16/2022.

La Costa Canyon Walk-On

1. **Andersen, Holly**, Girl's lacrosse, Junior Varsity Head Coach, effective 03/07/2022.
2. **Hixon, Randy**, Track & Field, Varsity Assistant Coach, effective 03/17/2022.
3. **Wilson, Spencer**, Boy's Lacrosse, Junior Varsity Head Coach, effective 03/04/2022.

San Dieguito Academy Walk-On

1. **Searls, Andrea**, Softball, Varsity Head Coach, effective 03/04/2022.

Torrey Pines Walk-On

1. **Doucette, Kaitlin**, Girl's Lacrosse, Varsity Head Coach, effective 03/28/2022.
2. **Epple, Garrett**, Boy's Lacrosse, Varsity Assistant Coach, effective 03/09/2022.
3. **Loy, Lukas**, Swim & Dive, Junior Varsity Head Coach, effective 03/28/2022.
4. **Moore, Brian**, Track & Field, Junior Varsity Assistant Coach, effective 02/16/2022.
5. **Wilson, John**, Boy's Lacrosse, Junior Varsity Head Coach, effective 03/10/2022.

Classified Substitutes

1. **Goldman, Maureen**, effective 03/04/2022
2. **Hernandez Ortiz, Giovany**, effective 03/21/2022
3. **King, Dana**, effective 03/23/2022
4. **Lombardi, Douglas**, effective 03/07/2022
5. **Powell, Joanna**, effective 03/28/2022
6. **Ramos, Crystal**, effective 03/03/2022
7. **Sabat, Snehalata**, effective 03/29/2022
8. **Yang, Ying**, effective 03/23/2022
9. **Ying, Jun**, effective 03/24/2022

Artist in Residence

1. **Apple, Kristopher**, Sound Engr., San Dieguito Academy, effective 03/08/2022.
2. **Floendo, Francis**, Choreographer, Earl Warren Middle School, effective 03/28/2022.
3. **Laurent, Pamela**, Musical Director, Earl Warren Middle School, effective 03/18/2022.