

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

Regular Meeting Agenda

*3:30 P.M., February 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 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., February 08, 2022

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the February 8, 2022, Personnel Commission Regular Meeting.

Public Comments, if any

Motion by _____, second by _____, to approve the agenda for the February 8, 2022, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the January 11, 2022, Personnel Commission Regular Meeting.

Public Comments, if any

Motion by _____, second by _____, to approve the minutes of the January 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 a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34,

Open/Promotional-Dual Certification, updated 01/05/22, individual eligibility valid for six months.

- B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant - Bilingual, SR 31, Open/Promotional-Dual Certification, updated 01/13/22, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR 40, Open/Promotional-Dual Certification, updated 1/14/22, eligibility for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, updated 1/24/22, eligibility for six months.
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, updated 1/27/22, individual eligibility valid for six months.
- F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 1/31/22, individual eligibility valid for six months.
- G. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant Special Education, SR 37, Open/Promotional, updated 1/31/22, individual eligibility valid for six months.
- H. Motion by _____, second by _____, to approve an Eligibility List for Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification, effective 2/2/22, eligibility valid for six months.
- I. Motion by _____, second by _____, to approve an Eligibility List for Accounting Assistant-ASB, SR 40, Open/Promotional-Dual Certification, effective 2/3/22, 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 Construction Project Manager II, Management SR 3, Open/Promotional.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Athletic Trainer, SR 42, Open/Promotional-Dual Certification.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Human Resources Certificated Analyst, SR 52, Open/Promotional-Dual Certification.
- D. Motion by _____, second by _____, to establish a six-month Eligibility List for Health Technician, SR 35, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEW

Public comments, if any

- A. Van Driver – Student Transportation
 - 1. Motion by _____, second by _____, to establish a new classification of Van Driver – Student Transportation and approve the job description as

presented.

2. Motion by _____, second by _____, to recommend to the SDUHSD Board of Education allocating the classification of Van Driver – Student Transportation to Range 35 of the Classified Salary Schedule.

B. Licensed Mental Health Clinician

1. Motion by _____, second by _____, to establish a new classification of Licensed Mental Health Clinician and approve the job description as presented.
2. Motion by _____, second by _____, to recommend to the SDUHSD Board of Education allocating the classification of Licensed Mental Health Clinician to Range 62 of the Classified Salary Schedule.

9. 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 March 15, 2022 Regular Meeting as virtual since that meeting date exceeds 30 days from today.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. RULES & REGULATIONS FOR THE CLASSIFIED SERVICE

Public Comments, if any

Proposed Revision: 14.3 Initial Placement on the Salary Schedule

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

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 15, 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, January 11, 2022
Virtual Meeting

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 December 14, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the January 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 December 14, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes of the December 14, 2021, Personnel Commission Regular Meeting.

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

Commissioner Cunningham amended the motion to correct the meeting type, the agenda incorrectly stated "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-Wayne Baldwin, CSEA President, did not have a comment.
- B. San Dieguito Union High School District-Dr. Olga West, Associate Superintendent of Human resources was unable to attend due to a board meeting.
- C. Public –Commissioner Baird asked for an update from Commissioner Cunningham regarding his call to Dr. West to discuss the role of Personnel Commission staff. Commissioner Cunningham said that he was informed that a plan was being developed to address the concerns of the commissioners.

ACTION ITEMS-(See Supplements)

- 6. Public Hearing: Appointment of Personnel Commissioner
At the Personnel Commission special meeting held on December 7, 2021, John Baird (CSEA appointed commissioner) and Justin Cunningham (Board appointed commissioner) publicly announced that Jeff Charles is their intended “joint-appointee” to the Personnel Commission for the December 1, 2021 – December 1, 2024 term of service.
 - A. Open Public Hearing: *The public hearing was opened at 3:48 P.M.*
 - B. Call for Public Comment: *Mr. Baldwin had stated prior to public comments that he was happy to have Commissioner Charles back. Carlos Magana thanked Commissioner Charles for his service. Commissioner Charles said he is happy to be back.*
 - C. Close Public Hearing: *The public hearing was closed at 3:50 P.M.*

- 7. Appointment of Personnel Commissioner
The Appointee of the Governing Board and the Appointee of the Classified Employees appoint Jeff Charles to the December 1, 2021 – December 1, 2024 term.
It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to appoint Jeff Charles to the Personnel Commission for the December 1, 2021 – December 1, 2024 term.
John Baird-Aye
Jeff Charles-Abstain
Justin Cunningham-Aye
Passed with two Ayes

- 8. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
Public Comments-None
 - A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual certification, updated 12/13/21, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye

Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR 40, Open/Promotional-Dual Certification, updated 12/16/21, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Nutrition Services Production Assistant, SR 33, Open/Promotional-Dual Certification, effective 12/17/21, eligibility 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 Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, effective 12/17/21, eligibility 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 an Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification, effective 12/17/21, eligibility 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 a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification updated 12/20/21, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- G. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education – Behavior Intervention, SR 36, Open/Promotional, updated 12/21/21, individual eligibility valid for six

months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- H. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Student Support Facilitator, SR 39, Open/Promotional-Dual Certification, updated 12/22/21, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- I. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM to pull item 8. I. from the agenda.
Motion by _____, second by _____, to reinstate an Eligibility List for Registrar, SR 40, Open/Promotional, eligibility extended to 1/31/22. (may be pulled if fewer than three ranks interested)

9. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six month Eligibility List for Accounting Assistant - ASB, SR40, Open/Promotional-Dual Certification.

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 establish a six-month eligibility list for HVAC Technician, SR 49, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Theater Technician, SR 41, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Registrar, SR 40, Open/Promotional. (may be pulled if eligibility list

extended during Item 8.1.)
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

10. ASSEMBLY BILL 361

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

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to hold the February 8, 2022 Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

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

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

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

12. CORRESPONDENCE-

Public Comments- None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 8, 2022, at 3:30 P.M. It was determined that this meeting will be held virtually as voted earlier in today's meeting.

14. ADJOURNMENT – 4:34 P.M.

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

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

Updated On: 1/5/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
6505060	1	3/2/2022
6520782	2	7/5/2022
6484833	3	4/1/2022
6601418	3	3/9/2022
6381680	4	3/2/2022
3702041	5	3/9/2022
2898322	6	2/4/2022
3292685	6	4/26/2022
1533724	7	3/29/2022
3829076	8	1/25/2022
6556681	9	3/2/2022
4514181	10	3/9/2022
4438712	11	3/17/2022

S. Dixon

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

Please note: Individual eligibility is valid for 6 months.

Updated: 1/13/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration</i>	<i>Source</i>
6697720	1	7/13/2022	Open
6520782	2	7/13/2022	Open
3599421	3	7/13/2022	Open
3516871	4	7/13/2022	Open

S. Dixon

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

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

Updated: 1/14/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expires</i>	<i>Source</i>
2927137	1	6/15/2022	Open
6365397	1	7/14/2022	Open
3628580	2	3/22/2022	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

School Bus Driver

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 1/24/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
1804357	1	3/16/2022
6685491	2	5/30/2022
6684687	2	7/24/2022

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.

Updated: 1/27/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
2828303	1	5/30/2022	Promo
6420498	2	3/29/2022	Open
3782810	3	5/30/2022	Open
2552519	3	7/27/2022	Open

S. Dixon

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

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

Updated On: 1/31/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
6505060	1	3/2/2022
6484833	2	4/1/2022
6520782	3	7/5/2022
6381680	4	3/2/2022
3702041	5	3/9/2022
3599421	6	7/25/2022
2898322	7	2/4/2022
3292685	7	4/26/2022
1533724	8	3/29/2022
6691334	9	7/31/2022
3577972	10	7/31/2022
6556681	10	3/2/2022
4514181	11	3/9/2022
4438712	12	3/17/2022

S. Dixon

San Dieguito Union High School District
Personnel Commission
Instructional/Personal Care Assistant Special Ed
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: 1/31/2022

	<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
Open	6601418	1	3/9/2022
	3292685	2	4/26/2022
	6691334	3	7/31/2022

S. Dixon

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

Effective Date: 2/2/2022

Expiration Date: 8/2/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6355130	1	Open
6715184	2	Open
6712622	3	Open

S. Dixon

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

Effective Date: 2/3/2022

Expiration Date: 8/3/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
3336935	1	Promo
3264849	2	Promo
4480753	3	Open
6720790	4	Open
2791914	4	Promo

S. Dixon



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

Classification Review Report

Classification	Van Driver-Student Transportation
Classification Type	Classified
Salary Range	35 Proposed
Submission to Classification Advisory Committee	November 30, 2021 January 25, 2022
Submission to Personnel Commission	February 8, 2022
Agenda Item	Classification Reviews

Background Information

In an effort to hire School Bus Drivers, SDUHSD has implemented a School Bus Driver Training Program. The program is a combination of classroom and behind-the-wheel instruction. It typically takes two to three months for individuals to complete the training program and become eligible as School Bus Drivers because the schedule is designed around their availability to attend as well as the District’s School Bus Driver Trainer’s availability to train them. The District intends to use individuals who are participating in the School Bus Driver Training Program as Van Drivers to help fill gaps in routes. This will minimize the work that is currently being contracted out due to shortages of staff. Additionally, it will provide a source of income for individuals who are training to become School Bus Drivers since the training itself is unpaid.

Sources of Information

Director of Transportation – Antonio Perez
 Transportation Operations Supervisor- Cindy Cruz
 Joint Powers Authority, San Diego County Office of Education
 Comparable districts in San Diego County

Salary Compensation Review

District	Job Title	Range	Minimum	Maximum	Differential between School Bus Driver
Cajon Valley USD	Van Driver-Student Transportation	17	\$17.95	\$21.87	4%
Roseville City School District	Van Driver-Student Transportation	22	\$16.67	\$19.29	5.4%
San Ramon Valley USD	Transportation Vehicle Driver	2	\$20.45	\$26.09	8.2%
		Average	\$18.36	\$22.42	5.9%
SDUHSD	Van Driver-Student Transportation	35	\$19.53	\$26.17	7.5%

The classification of Van Driver has just started emerging as a way to help mitigate the shortage of school bus drivers. Several school districts are looking at this option; however, they have not yet established it as a classification. Given that there is only one district in the county with a comparable classification, salary data was gathered statewide.

The recommendation is based primarily on the appropriate differential between School Bus Drivers and Van Drivers taking into consideration the difference in licensing requirements as well in the complexity of operating the vehicle. The allocation of Range 35 ensures we are competitive in our labor market while acknowledging the appropriate differential from the higher-level assignment of School Bus Driver.

Recommendation

It is recommended the classification of Van Driver-Student Transportation be established as a new classification and the job description be approved as proposed.

It is recommended that the Personnel Commission recommend to the Board of Education allocating the classification of Van Driver-Student Transportation to Range 35 of the Classified Salary Schedule.

Vote by Committee Members:

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

VAN DRIVER-Student Transportation

JOB SUMMARY

Under the supervision of the Transportation Operations Supervisor, drive vans or cars to transport students safely and efficiently to an assigned location on a designated route; provide safe and secure transportation for students who may have physical, medical, educational and emotional needs; load, unload and secure special needs students; perform regular daily safety inspections and regular cleaning of vehicles.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Van Driver-Student Transportation may perform any combination of the following:

- Drive vans or cars to transport students safely and efficiently to an assigned location on a designated route.
- Instructs, directs and observes students and enforces rules and regulations to ensure student safety and proper behavior.
- Verifies passes for the purpose of ascertaining ridership privileges.
- Assists students in boarding and exiting vans and cars, including emergency situations.
- Inspects and maintains assigned vans and cars (i.e. brake system, oil levels, coolant levels, tire pressure) to ensure vehicle is operating safely.
- Documents daily logs and reports, records, accident reports, field trip records to provide documentation of student safety or other concerns, time worked and equipment maintenance.
- Participates in ongoing training as needed to keep current with laws and regulations related to transporting students by van or car.
- Operates, as assigned, specialized vans that accommodate wheelchairs and equipment needed for students with disabilities.
- May administer first aid in accordance with established procedures to provide appropriate care for injured or ill students or staff.
- Recommends procedures to parents, administration, management for the purpose of formalizing policies or actions required.
- Cleans interior and exterior of the van or car, including windows, mirrors, seats, floors, ceilings, etc. to maintain the vehicle's appearance, sanitation and safety standards.
- Assumes responsibilities of van and car drivers for the purpose of providing relief (i.e. vacation, absences) and ensuring that student transportation services are on schedule.
- Communicates with parents and guardians of students to inform them of schedule changes.
- Perform other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Safe driving practices
- California Motor Vehicle Code and Education Code sections applicable to student transportation
- District streets and locations
- Basic preventive maintenance of District vehicles
- Emergency evacuation techniques for regular and special education students, including the medically fragile

VAN DRIVER-Student Transportation

- CPR and basic first aid
- Two-way radio communication techniques and safe practices for cleaning spills
- Basic computer skills to send and receive e-mail messages and to research and print information, such as maps and directions
- Basic record-keeping and report preparation skills.

ABILITY TO:

- Drive a van or car safely and effectively, observing legal and defensive driving practices
- Maintain discipline of students
- Understand and follow oral and written directions
- Read, interpret and follow rules, regulations, policies and procedures
- Meet schedules and time lines
- Establish and maintain effective working relationships with others
- Communicate with courtesy, diplomacy and tact
- Maintain records and prepare reports
- Read and follow road map directions
- Operate vehicle emergency equipment
- Operate a two-way communication radio

EDUCATION AND EXPERIENCE

Prior record of safe driving experience and successful interaction with children, especially children with disabilities. Work experience in an educational setting is preferred.

DISTINGUISHING CHARACTERISTICS

The Van Driver is a classification within the Transportation series. Positions in this series transport and monitor students to and from school and on field trips.

The **Van Driver** drives a van or other non-commercial vehicle to transport students. Individuals employed in this capacity will work limited-term assignments while enrolled in the district's School Bus Driver Training Program. The no-cost, unpaid training program includes classroom and behind-the-wheel instruction and is offered to individuals interested in becoming a School Bus Driver. Individuals enrolled in the training program will have the option to work in a limited-term capacity as a Van Driver while completing the School Bus Driver Training Program and subsequent licensure process needed to be employed as a School Bus Driver.

Differentiation between Van Driver and positions above and below are distinguished as follows:

The **School Bus Driver** drives a school bus to transport students. The job requires California certifications and licensing to drive a school bus.

The **School Bus Attendant** assists in the loading, unloading, care and supervision of special education students.

VAN DRIVER-Student Transportation

REQUIRED TESTING

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

CERTIFICATES

Valid California driver license.
Valid Adult CPR and First Aid certifications.

CONTINUING EDUCATION/TRAINING

Maintenance of valid California driver license and Adult CPR and First Aid certifications.
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 following physical demands:

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

- 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)

Occasionally	Walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, pushing/pulling, fingering/fine manipulation, reaching above or at shoulder, and lifting up to 50 lbs. when assisting students, wheelchairs; carrying up to 10 lbs. at a distance of 100 ft.
Frequently	Twisting back, neck flexion/rotation, handling/simple grasping
Continuously	Sitting, power/firm grasping, reaching below shoulder, using hand and foot controls

In an emergency situation, the Van Driver must be able to get all students to safety. This may involve lifting, dragging, or carrying a student.

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic signals/alarms, student voices, two-way radio. Must be able to see near, distant, color and depth.

ENVIRONMENTAL CONDITIONS

Work involves driving a van or car; subject to disciplining students while driving, potential traffic hazards, exposure to dust, gas or fumes, exposure to van or car vibration, exposure to body fluids of students and occasional adverse weather conditions.



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Classified Personnel Commission
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Classification Review Report	
Classification	Licensed Mental Health Clinician
Classification Type	Classified
Salary Range	Proposed 62
Submission to Classification Advisory Committee	January 25, 2022
Submission to Personnel Commission	February 8, 2022
Agenda Item	Classification Reviews

Background Information

The board has determined a need to staff two positions which will provide additional mental health services support to district students and families. Personnel Commission staff has 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

Associate Superintendent of Human Resources – Dr. Olga West
 Joint Powers Authority, San Diego County Office of Education
 Comparable districts in San Diego County

Salary Compensation Review

District	Job Title	Range	Minimum	Maximum
Carlsbad USD	No classified licensed mental health			
Escondido Elementary	No classified licensed mental health			
Escondido HS	Licensed Mental Health Clinician	Non-represented Classified Exempt R27		
Grossmont HS	No classified licensed mental health			
Oceanside USD	No classified licensed mental health			
Poway USD	No classified licensed mental health			
Ramona USD	No classified licensed mental health			
SDCOE	No classified licensed mental health			
San Marcos USD	No classified licensed mental health			
Sweetwater HS	Licensed Mental Health Clinician	77 (was 75)	\$6754	\$8308
Vista USD	No classified mental health			
Cajon Valley Elementary	Mental Health Clinician II	46	\$6499	\$7918
Chula Vista Elementary	Licensed Mental Health Clinician	56	\$7034	\$9069
San Diego Unified	Licensed Mental Health Clinician	58 Exempt no OT	\$6510	\$7912
Average			\$6699	\$8302
SDUHSD	Licensed Mental Health Clinician	60 61 62	\$6275 \$6432 \$6593	\$8409 \$8620 \$8835

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. With this assignment, there were not any districts in our standard comparison group that had comparable classifications. As such, the review was expanded to include all districts in San Diego County.

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. The most recent new classification that was established, Student Support Facilitator, focused on the minimum salary rate since the district was going to be adding 14 new positions in the classification and the incumbents would only be employed for one school year.

Allocation to Range 62 of the SDUHSD Classified Salary Schedule may be the best balance when considering whether to have too high of a maximum as compared to the mean salary while being the median (3rd out of 5) for a starting salary.

A review of existing classifications at SDUHSD to check for internal alignment supports the San Diego school district range of market rates. An Occupational Therapist is on Range 60 of the Classified Salary Schedule. The duties are similar in terms of working as a transdisciplinary team member to serve the needs of the whole student by conducting assessments, providing direct therapy services and conducting in-services. The Licensed Mental Health Clinician requires an advanced degree and two years of direct experience which validates a higher salary allocation than Occupational Therapist.

Recommendation

It is recommended the classification of Licensed Mental Health Clinician be established as a new classification and the job description be approved as proposed.

It is recommended that the Personnel Commission recommend to the Board of Education allocating the classification of Licensed Mental Health Clinician to Range 62 of the Classified Salary Schedule.

Vote by Committee Members:

Vote	Member	Vote	Member
	Wayne Baldwin, CSEA	Yes	Debbie Kelly, Admin
No	Matt Colwell, CSEA	Absent	Marley Nelms, Admin
	Margy Lara, CSEA	Yes	Tina Peterson, Admin

LICENSED MENTAL HEALTH CLINICIAN

JOB SUMMARY

The Licensed Mental Health Clinician provides direct mental health services for students and their families including assessment, intervention, on-going therapeutic services.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIALFUNCTIONS:

The Licensed Mental Health Clinician may perform any combination of the following:

- Conducts clinical assessments and interviews, makes observations, and reviews case histories, psychological test results and educational assessment tools to make recommendations for services.
- Provides individual and group counseling services to students and families for issues related to mental, emotional, or behavioral health.
- Serves as a crisis intervention therapist as needed.
- Designs and implements prevention strategies.
- Attends IEPs, 504s and other meetings as requested.
- Collaborates with members of a transdisciplinary team to provide a full-range of services to meet student needs.
- Collect data and document progress towards goals.
- Makes referrals to other providers as necessary.
- Communicates and meets with school staff, parents to provide information on services, treatment, progress and other matters.
- May conduct in-service trainings and workshops for students, staff and families.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Psychological and behavioral dysfunctions
- Treatment modalities, consultation methods and techniques
- Evidence-based practices
- Crisis intervention techniques and theory
- Trauma-informed care
- Clinical management techniques
- Intervention methods (e.g. Cognitive Behavioral Therapy, Emotionally Focused Therapy, Motivational Interviewing, Dialectical Behavioral Therapy)
- Cultural and socio-economic factors impacting mental health
- Applicable State and federal laws and regulations
- Computer-based applications such as word processing, calendars, and email
- Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

- Evaluate and assess students, make accurate diagnoses and develop appropriate treatment plans
- Monitor and adjust treatment plans as needed
- Facilitate individual, family and group counseling sessions

LICENSED MENTAL HEALTH CLINICIAN

- Use current, up-to-date computer-based applications such as word processing, calendars and e-mail to perform job duties efficiently
- 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 related to the assignment
- 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.
- Maintain accurate records and prepare reports
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Plan, prioritize and organize work, meeting schedules and timelines.
- Exercise appropriate judgment when making decisions.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with a master's degree or higher in psychology, social work, or mental health counseling and a minimum of two years of experience providing mental health treatment services to children, adolescents and families. Experience working in a school setting is preferred.

DISTINGUISHING CHARACTERISTICS

The Licensed Mental Health Clinician is a classification in the Student Support job family series.

The **Licensed Mental Health Clinician** provides direct mental health services for students and their families and collaborates with other individuals to provide support to students.

Differentiation between the Licensed Mental Health Clinician and the position below, Student Support Facilitator, is distinguished as follows:

The Student Support Facilitator is not a licensed classification. Individuals in this assignment provide support for at-risk students and their families by facilitating individual and group counseling sessions and workshops and providing resources to develop students' behavioral, social and academic skills.

REQUIRED TESTING

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

CERTIFICATES/LICENSES

Persons hired in this classification must possess a current license from the state of California as a Licensed Marriage Family Therapist (LMFT), Marriage Family Child Counselor (MFCC) or Licensed Professional Clinical Counselor (LPCC) and current registration with the California Board of Behavioral Science Examiners and a valid California Driver's License. Licenses must be maintained while employed in this classification.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLASSIFIED

LICENSED MENTAL HEALTH CLINICIAN

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 perform assigned duties.

ENVIRONMENTAL CONDITIONS

None

Rules & Regulations for the Classified Service

Current Rule

14.3 Initial Placement on Salary Schedule

All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

Proposed Rule

The hiring rate for new employees shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. When making a recommendation for an advanced step placement, the Director of Classified Personnel shall consider factors such as: the number of candidates on the eligibility list, directly-related previous work experience and directly-related training or education.

CSEA Bargaining Unit Agreement

Appendix "C": Salary Placement

A. SALARY PLACEMENT

1. New employees shall normally begin at step 01.

48 current/pending vacancies in 20 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
SDA	AA005	Accounting Assistant-ASB	40	1.00	Scheduling Interviews
SDA	AN247	Athletic Trainer	35	0.86	Recruitment in progress
FAC	AK978	Construction Project Manager II	40	1.00	Recruitment in progress
PTMS	AJ705	Custodian	40	1.00	Recruitment in progress
TPHS	AL906	Custodian	40	1.00	Recruitment in progress
DGMS	AA345	Health Technician	30	0.75	Recruitment in progress
DO	AC501	Human Resources Certificated Analyst	40	1.00	Recruitment in progress
FAC	AA198	HVAC Technician	40	1.00	Recruitment in progress
OC	AM625	Instructional Assistant Bilingual	18.75	0.47	Recruitment in progress
CVMS	AJ224	Instructional Assistant Special Education	30	0.75	Recruitment in progress
OCMS	AJ757	Instructional Assistant Special Education	30	0.75	Recruitment in progress
EWMS	AF717	Instructional Assistant Special Education	19.5	0.49	Recruitment in progress
CVMS	AN498	Instructional Assistant Special Education	30	0.75	Recruitment in progress
PTMS	AN655	Instructional Assistant Special Education	30	0.75	Recruitment in progress
DGMS	AN740	Instructional Assistant Special Education	19.5	0.49	Recruitment in progress
LCC	AH757	Instructional Assistant Sp Ed Behavior	30	0.75	Recruitment in progress
COAST	AJ674	Instructional/Personal Care Assistant	27.5	0.69	Recruitment in progress
COAST	AG338	Instructional/Personal Care Assistant	27.5	0.69	Recruitment in progress
COAST	AG369	Instructional/Personal Care Assistant	27.5	0.69	Recruitment in progress
COAST	AH761	Instructional/Personal Care Assistant	27.5	0.69	Recruitment in progress
COAST	AH447	Instructional/Personal Care Assistant	27.5	0.69	Recruitment in progress
LCC	AG102	Learning Commons Technician I	40	1.00	Scheduling Interviews
PTMS	AK203	Nutrition Services Assistant II	19.5	0.49	Recruitment in progress
LCC	AA241	Nutrition Services Assistant I	12.5	0.31	Recruitment in progress
DGMS	AA223	Nutrition Services Assistant I	17.5	0.44	Recruitment in progress
DGMS	AI917	Nutrition Services Assistant I	12.5	0.31	Recruitment in progress
OCMS	AN328	Nutrition Services Assistant I	10	0.25	Recruitment in progress
SDA	AN339	Nutrition Services Assistant I	15	0.38	Recruitment in progress
CCA	AB224	Registrar	40	1.00	Recruitment in progress
TRANS	AA531	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA494	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA507	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA510	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA515	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AF521	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AJ470	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA514	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AE711	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA525	School Bus Driver	20	0.50	Recruitment in progress
OCMS	AA104	Secretary	40	1.00	Interviews Scheduled

Requeza	AN117	Student Health Care Specialist	40	1.00	Recruitment in progress
LCC	AN549	Student Support Facilitator	19.5	0.49	Recruitment in progress
SDA	AN550	Student Support Facilitator	19.5	0.49	Recruitment in progress
TP	AN551	Student Support Facilitator	19.5	0.49	Recruitment in progress
CCA	AN574	Student Support Facilitator	19.5	0.49	Recruitment in progress
DG	AN577	Student Support Facilitator	19.5	0.49	Recruitment in progress
EW	AN578	Student Support Facilitator	19.5	0.49	Recruitment in progress
LCC	AA479	Theater Technician	40	1.00	Recruitment in progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist In Residence**, employment for the 2021-22 school year per attached supplement through 06/30/22.
2. **Classified Substitutes**, per attached supplement.
3. **Coaches**, employment for the 2021-22 school year per attached supplement through 06/30/22.
4. **Allen, Jaime**, Nutrition Services Supervisor, SR4, 87.50% FTE, Diegueno Middle School, effective 12/06/21.
5. **Ciepley, Nancy**, Administrative Assistant II, SR40, 100% FTE, Torrey Pines High School, effective 01/11/22.
6. **Duehr, Jill Ann**, Student Support Facilitator, SR39, 48.75% FTE, Canyon Crest Academy, effective 12/06/21.
7. **Eels-Taylor, Samantha**, Student Support Facilitator, SR39, 48.75% FTE, Pacific Trails Middle School, effective 12/13/21.
8. **Fleming, Marina**, Student Support Facilitator, SR39, 48.75% FTE, La Costa Canyon High School, effective 12/14/21.
9. **Eberlein, Scott**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 12/16/21.
10. **Etherington, Glen**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, San Dieguito High School Academy, effective 12/13/21.
11. **Li, Ling**, Nutrition Services Assistant I, SR25, 40.63% FTE, Canyon Crest Academy, effective 01/11/22.
12. **Li, Xiuchao**, Nutrition Services Assistant I, SR25, 43.75% FTE, Canyon Crest Academy, effective 01/11/22.
13. **Macedo Rubio, Jennifer**, Student Support Facilitator, SR39, 48.75% FTE, Sunset High School, effective 12/13/21.

Change in Assignment

1. **Benitez, Margarito**, from Custodian, SR32, 100% FTE, La Costa Canyon High School, to unpaid status and 39-month re-employment list, effective 11/22/21.
2. **Del Val, Alfredo**, from Custodian, SR32, 100% FTE, Diegueno Middle School to Campus Supervisor, SR 32, 75.00% FTE, Sunset High School, effective 11/05/21.
3. **Meneses, Angel**, from Custodian, SR32, 100.00% FTE, Torrey Pines High School to Custodian, SR32, 100.00% FTE, Diegueno Middle School, effective 10/11/21.
4. **Moore, Amy**, from Custodian, SR32, 100.00% FTE, Pacific Trails Middle School, to unpaid status and 39-month re-employment list, effective 11/22/21.
5. **Subramanian, Sangeethagowri**, from Nutrition Services Assistant I, SR25, 40.61% FTE, Diegueno Middle School to Nutrition Services Supervisor, SR4, 87.50% FTE, Oak Crest Middle School, effective 12/13/21.
6. **Zhou, Rong**, from Nutrition Services Assistant I, SR25, 31.25% FTE, La Costa Canyon High School to Nutrition Services Assistant I, SR25, 40.63% FTE, Diegueno Middle School, effective 12/13/21.

Resignation

1. **Amiotte, Scott**, Theater Technician, SR41, 100% FTE, La Costa Canyon High School, effective 01/13/22.
2. **Benbow, Nancy**, Registrar, SR40, 100% FTE, Canyon Crest Academy, effective 01/14/22.
3. **Correa, Teresa**, Accounting Assistant - ASB, SR40, 100% FTE, San Dieguito High School Academy, resignation for the purpose of retirement, effective 12/29/21.
5. **Deperio, Jay Braden**, Instructional Assistant-SpEd (BI), SR36, 68.75% FTE, COAST Academy, effective 01/02/22.
6. **Garcia Zavalza, Myrka**, Instructional Assistant - Bilingual, SR31, 46.88% FTE, Oak Crest Middle School, effective 12/23/21.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

Classified Substitutes

1. Eberlein, Scott, effective 12/8/21
2. Hernandez, Joel, effective 11/29/21

Classified Personnel Supplement January 20, 2022

Artist in Residence

1. **Gaurano, Gabriel**, Envision Cinema, Canyon Crest Academy, effective 12/09/2021
2. **Pearce, Allison**, Envision Teacher Arts, Canyon Crest Academy, effective 01/06/2021

Coaches

Canyon Crest Academy Walk-On

1. **Erica Carnahan**, Girl's Basketball, Junior Varsity Head Coach, effective 01/07/2022
2. **Disney, Philip**, Swim & Dive, Varsity Head Coach, effective 12/08/2021
3. **Gotta, Nicholas**, Baseball, Varsity Assistant Coach, effective 01/03/2022
4. **Hargraves, Tucker**, Boy's Volleyball, Varsity Head Coach, effective 01/04/2022
5. **Liu, David**, Boy's Tennis, Varsity Assistant Coach, effective 12/08/2021
6. **Pak, Samuel**, Track & Field, Junior Varsity Assistant Coach, 01/06/2022
7. **Prochnow, Robert**, Boy's Track & Field, Junior Varsity Head Coach, effective 01/03/2022
8. **Rukoff, Micah**, Softball, Varsity Head Coach, effective 01/03/2022
9. **Thompson, Theodore**, Girl's Track & Field, Varsity Head Coach, effective 12/09/2021

La Costa Canyon Walk-On

1. **Brown, Benjamin**, Boy's Lacrosse, Varsity Assistant Coach, effective 12/17/2021
2. **Fleming, Ashley**, Girl's Basketball, Junior Varsity Head Coach, effective 12/14/2021
3. **Hoban, Kameryn**, Girl's Soccer, Freshmen Head Coach, effective 12/14/2021
4. **Missailidis, Jasen**, Swim & Dive, Junior Varsity Head Coach, effective 01/03/2022
5. **Missailidis, Robin**, Girl's Track & Field, Junior Varsity Assistant Coach, effective 12/20/2021
6. **Moore Jr, Damon**, Girl's Track & Field, Varsity Head Coach, effective 12/15/2021
7. **Spears, Brandon**, Boy's Basketball, Varsity Assistant Coach, effective 12/14/2021

San Dieguito Academy Walk-On

1. **Ferguson, Morgan**, Boy's Lacrosse, Junior Varsity Head Coach, effective 12/17/2021
2. **Faramarzi, Som**, Girl's Soccer, Varsity Assistant Coach, effective 12/07/2021
3. **Germuska, Peter**, Girl's Water Polo, Freshmen Head Coach, effective 12/21/2021
4. **Noble, Randolph**, Boy's Golf, Junior Varsity Head Coach, effective 01/03/2022
5. **Tomasi, Joseph**, Boy's Tennis, Varsity Head Coach, effective 12/08/2021
6. **Wilson, Raymond**, Boy's Volleyball, Varsity Head Coach, effective 12/21/2022

Torrey Pines Walk-On

1. **Fantin, David**, Baseball, Freshmen Head Coach, effective 12/21/2021
2. **Packard Jr, Roger**, Baseball, Freshmen Assistant Coach, effective 01/03/2022
3. **Parker, Jennifer**, Gymnastics, Varsity Head Coach, effective 12/20/2021
4. **Reski, Gerald**, Track & Field, Junior Varsity Assistant Coach, effective 12/21/2021