

San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, May 12, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 3:30 PM by Commissioner CUNNINGHAM.
2. Pledge of Allegiance
Commissioner CUNNINGHAM led the Pledge of Allegiance.

Personnel Commissioners in Attendance

Justin Cunningham

Jeff Charles

John Baird

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel

Barbara Bass, Human Resources Analyst – Classified

Alyssa Avelar, Human Resources Technician

3. Approval of the Agenda for the May 12, 2026, Personnel Commission Regular Meeting.
Public Comments - None
Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the agenda for the May 12, 2026, Personnel Commission Regular Meeting.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
4. Approval of the Minutes for the April 14, 2026, Personnel Commission Regular Meeting.
Public Comments - None
Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the minutes of the April 14, 2026, Personnel Commission Regular Meeting.
Jeff Charles
John Baird
Justin Cunningham

Passed with Three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on their 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 - *None*

C. Public - *None*

ACTION ITEMS (See Supplements)

1. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

A. Instructional Assistant SpEd (Behavior Intervention)

Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 04/15/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item A.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

B. Instructional/Personal Care Assistant – SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 04/15/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item B.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

C. Nutrition Services Assistant-Floater

Eligibility List, SR26, Open/Promotional-Dual Certification, updated on

04/16/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item C.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

D. Grounds Maintenance Worker II

Eligibility List, SR39, Open/Promotional-Dual Certification, updated on 04/22/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item D.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

E. Instructional Assistant SpEd (Behavior Intervention)

Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 04/28/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item E.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

F. Instructional Assistant SpEd

Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 04/28/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item F.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

G. Instructional/Personal Care Assistant – SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 04/28/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item G.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

H. Instructional Assistant SpEd (Behavior Intervention)

Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 05/06/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item H.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

I. Instructional Assistant SpEd

Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 05/06/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item I.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

J. Instructional/Personal Care Assistant SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 05/06/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item J.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

K. School Bus Driver

Eligibility List, SR38, Open/Promotional-Dual Certification, updated on 05/06/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item K.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

A. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for Custodian, SR32, Open/Promotional-

Dual Certification.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- B. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for School Plant Supervisor – High School, SR41, Open/Promotional-Dual Certification.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

3. NUTRITION SERVICES JOB FAMILY CLASSIFICATION STUDY

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the recommended salary reallocations for the Nutrition Services Job Family and revisions to the Nutrition Services Assistant II job description.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

Susan clarified that the intent to update the Nutrition Services Assistant II job description was to distinguish between supervisory duties and managing workflow during the supervisor's absence. NSA II's provide guidance and direction based upon their knowledge and experience, similar to a lead. The NSA II does not have any supervisory authority to discipline or evaluate staff.

The district aims to remain competitive with surrounding districts by recommending salary increases for the Nutrition Services job family.

DISCUSSION/INFORMATION ITEMS (See Supplements)

4. BANDING OF SCORES IN MERIT DISTRICTS

Public Comments – Matt Colwell

Information & discussion of possible proposal from other school districts to request the Legislature to modify current law related to "Rule of Three" eligibility lists to permit "banding" of scores.

Matt expressed strong opposition to the proposal, arguing that it undermines the merit principles.

The Personnel Commissioners also shared concerns about the bill's potential impact on merit systems and discussed the need for CSPCA to take a clear stance on the issue.

5. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary: *Susan noted a slight uptick in resignations and retirements recently. The Personnel Commission staff has been focused on filling positions for summer school and the next school year.*

B. Vacancy Report

C. Personnel Listing

6. CORRESPONDENCE

Public Comments - None

7. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, June 9, 2026 at 3:30 PM.

8. ADJOURNMENT – 4:32 PM