

***San Dieguito Union High School District***

**PERSONNEL COMMISSION**

***Regular Meeting Minutes***

***3:30 PM, December 9, 2025***

**MEETING/OPEN SESSION**

1. Call to Order, Commission Chair

The meeting was called to order at 3:37 PM by Commissioner BAIRD.

2. Pledge of Allegiance

Commissioner BAIRD led the Pledge of Allegiance.

**Personnel Commissioners in Attendance**

John Baird

Jeff Charles, *arrived at 4:15 PM*

Justin Cunningham

**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 December 9, 2025, Personnel Commission Regular Meeting.

*Public Comments – Commissioner Cunningham suggested an amendment to the agenda, requesting that Action Item number one be moved to the end of the meeting.*

Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve the agenda for the December 9, 2025, Personnel Commission Regular Meeting.

Justin Cunningham

John Baird

Passed with Two Ayes

4. Approval of the Minutes for the November 4, 2025, Personnel Commission Regular Meeting.

*Public Comments - None*

Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve the minutes of the November 4, 2025, Personnel Commission Regular Meeting.

Justin Cunningham

John Baird

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 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 – *Ambrose Lark confirmed that CSEA has submitted a proposal to the district regarding the classification review process post-CAC and CSEA is currently waiting for a counter-proposal from the district. Ambrose noted that two job descriptions, Transportation Dispatcher and the Middle School Counseling Secretary / Registrar I, have been delayed pending the negotiation of the new classification review process. CSEA also reached a tentative agreement for the 2025-2026 school year.*
- B. San Dieguito Union High School District – *Tracy Olander expressed gratitude towards all classified employees.*
- C. Public – *John Baird asked about process for job description revisions and who was included in the process. Susan Gray clarified that the process has not changed regarding job description revisions. Susan will continue to seek input from district representatives, such as the supervisor or other subject matter expert, and the individuals in the classification on proposed job description revisions. Once the District and CSEA reach agreement on the bargaining process, new and proposed job description changes will be provided to the parties in accordance with that agreed upon process.*

**ACTION ITEMS (See Supplements)**

1. ORGANIZATION OF THE PERSONNEL COMMISSION

*Public Comments - None*

A. Election of Chair for the Personnel Commission

Motion by Commissioner CHARLES, second by Commissioner BAIRD, that Commissioner CUNNINGHAM be nominated as Chair of the Personnel Commission for 2026.

Jeff Charles

John Baird

Passed with Two Ayes

Motion by Commissioner CHARLES, second by Commissioner BAIRD, that nominations be closed. Commissioner CUNNINGHAM is elected as Chair of the Personnel Commission for 2026.

Jeff Charles

John Baird

Passed with Two Ayes

**B. Election of Vice-Chair for the Personnel Commission**

Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, that Commissioner CHARLES be nominated as Vice-Chair of the Personnel Commission for 2026.

Justin Cunningham

John Baird

Passed with Two Ayes

Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, that nominations be closed. Commissioner CHARLES is elected as Vice-Chair of the Personnel Commission for 2026.

Justin Cunningham

John Baird

Passed with Two Ayes

**2. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED**

*Public Comments - None*

A. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 11/03/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

B. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, updated on 11/03/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

C. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated on 11/05/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

D. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 11/12/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

E. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Registrar, SR40, Open/Promotional-Dual Certification, updated on 11/14/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

F. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Vehicle & Equipment Service Worker, SR41, Open/Promotional-Dual Certification, updated on 11/14/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

G. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 11/17/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

H. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 11/17/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

I. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Custodial Supervisor I, Supervisory SR5, Promotional Only, updated on 11/18/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

J. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 11/18/2025, individual

eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

K. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Nutrition Services Assistant-Floater, SR26, Open/Promotional-Dual Certification, updated on 11/19/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

L. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 11/24/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

M. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 11/24/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

N. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 11/24/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

O. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification, updated on 11/25/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

P. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Nutrition Services Transporter I, SR27, Open/Promotional-Dual Certification, updated on 12/01/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

Q. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 12/02/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

R. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 12/02/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

S. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 12/03/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

### 3. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public Comments - None*

A. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to establish a six-month Eligibility List for Custodial Supervisor I, Supervisory SR5, Promotional Only.

Justin Cunningham

John Baird

Passed with Two Ayes

B. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to establish a six-month Eligibility List for Nutrition Services Assistant – Floater, SR26, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird

Passed with Two Ayes

C. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to establish a six-month Eligibility List for Nutrition Services Transporter I, SR27, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird

Passed with Two Ayes

D. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to establish a six-month Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird  
Passed with Two Ayes

4. PERSONNEL COMMISSION MEETING CALENDAR – 2026

*Public Comments - None*

Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve the schedule for the regular meetings of the Personnel Commission for 2026 as listed on the attached calendar.

Justin Cunningham

John Baird

Passed with Two Ayes

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

5. LEGISLATIVE UPDATE

*Public Comment - None*

A. SB 848 – Pupil Safety: School Employee Misconduct

*Susan Gray provided an update on SB 848, a new bill that will require all non-certificated employees to disclose previous “school employment” on their applications. The district must then contact every previous school employer to inquire whether a complaint, investigation, or report to the state regarding egregious misconduct was ever filed against the applicant. This new process is expected to impact the length of the hiring process. SB 848 will take effect on January 1, and also requires the CTC to develop a more functional database that will include both certificated and non-certificated complaints in the future.*

6. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments - None*

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel Listing

7. CORRESPONDENCE

*Public Comments – None*

*Susan Gray provided an update on the registrations for the CSPCA conference, anticipating that the conference may reach 200 registered attendees. The conference will offer approximately 40 different topics and CSEA partners were formally invited to attend the conference.*

8. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, January 13, 2026 at 3:30 PM.

9. ADJOURNMENT – 4:30 PM