

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

**Regular Meeting Minutes**

3:30 PM, June 2, 2025

**MEETING/OPEN SESSION**

1. Call to Order, Commission Chair  
The meeting was called to order at 3:31 PM by Commissioner 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 Gray, Director of Classified Personnel

Barbara Bass, Human Resources Analyst

Alyssa Avelar, Human Resources Technician

3. Approval of the Agenda for the June 2, 2025, Personnel Commission Regular Meeting.  
*Public Comments - None*  
Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve the agenda for the June 2, 2025, Personnel Commission Regular Meeting.  
Jeff Charles  
Justin Cunningham  
John Baird  
Passed with Three Ayes
4. Approval of the Minutes for the May 13, 2025, Personnel Commission Regular Meeting.  
*Public Comments - None*  
Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the minutes of the May 13, 2025, Personnel Commission Regular Meeting.  
Jeff Charles  
Justin Cunningham  
John Baird

Passed with Three Ayes

5. CLOSED SESSION – The commission will convene to closed session per provisions of the Rules & Regulations of Classified Service.

*Public Comments, if any*

- A. Administrative matter relative to possible litigation pursuant to (B) to (E) of 54956.9(b) (3).

6. RECONVENE TO OPEN SESSION

No report of action taken in closed session.

7. 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)**

8. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

*Public Comments - None*

- A. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 05/13/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Grounds Maintenance Worker I, SR35, Open/Promotional-Dual Certification, updated on 05/15/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- C. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve an Eligibility List for HVAC Technician, SR49, Open/Promotional-Dual Certification, updated on 05/15/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- D. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, updated on 05/15/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- E. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve an Eligibility List for Director of Purchasing, Management Group 5 Range 10, updated on 05/27/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

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

*Public Comments - None*

- A. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Executive Assistant to the Superintendent, Confidential Range 2, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

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

#### 10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments - None*

- A. Vacancy Report Summary

*Susan Gray: There are just under 40 open positions. There have been some*

*resignations come through, but not many retirements. All summer school slots have been filled. More progress has been made towards filling the Instructional Assistant positions. Another Bus Driver Trainee completed the training program and promoted to a School Bus Driver.*

B. Vacancy Report

C. Personnel List Report

11. CORRESPONDENCE

*Public Comments - None*

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Thursday, July 24, 2025 at 3:30 p.m.

13. ADJOURNMENT – 4:03 PM