

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

Regular Meeting Agenda

4:15 PM April 14, 2026

SDUHSD District Office

710 Encinitas Blvd, Encinitas, CA 92024

(public may attend in person or virtually)

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.gray@sduhsd.net by 3:00 p.m. 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.gray@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.gray@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

4:15 PM, April 14, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the April 14, 2026, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the April 14, 2026, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the March 10, 2026, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the March 10, 2026, 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 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
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

1. 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 SpEd (Revised), SR34, Open/Promotional-Dual Certification, updated on 02/18/2026, individual eligibility valid for six months.
- B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 03/06/2026, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 03/10/2026, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve an Eligibility List for Administrative Assistant I, SR38, Open/Promotional-Dual Certification, updated on 03/18/2026, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 03/18/2026, individual eligibility valid for six months.
- F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 03/19/2026, individual eligibility valid for six months.
- G. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 03/19/2026, individual eligibility valid for six months.
- H. Motion by _____, second by _____, to approve an Eligibility List for Vehicle & Equipment Service Worker, SR41, Open/Promotional-Dual Certification, updated on 03/24/2026, individual eligibility valid for six months.
- I. Motion by _____, second by _____, to approve an Eligibility List for Athletic Trainer, SR47, Open/Promotional-Dual Certification, updated on 03/24/2026, individual eligibility valid for six months.
- J. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 03/25/2026, individual eligibility valid for six months.
- K. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 03/27/2026, individual eligibility valid for six months.
- L. Motion by _____, second by _____, to approve an Eligibility List for Nutrition Services Assistant – Floater, SR26, Open/Promotional-Dual Certification, updated on 03/30/2026, individual eligibility valid for six months.
- M. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 03/31/2026, individual eligibility valid for six months.
- N. Motion by _____, second by _____, to approve an Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated on 04/01/2026, individual eligibility valid for six months.
- O. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 04/06/2026, individual eligibility valid for six months.

- P. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 04/06/2026, individual eligibility valid for six months.
- Q. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 04/06/2026, individual eligibility valid for six months.
- R. Motion by _____, second by _____, to approve an Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification, updated on 04/07/2026, individual eligibility valid for six months.
- S. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 04/08/2026, individual eligibility valid for six months.

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification.

3. 2026-2027 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 2026-2027 Personnel Commission Budget as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

4. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

- A. Vacancy Report Summary
- B. Vacancy Report
- C. Personnel Listing

5. CORRESPONDENCE

Public Comments, if any

6. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, May 12, 2026 at 3:30 PM.

7. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, March 10, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 3:31 PM by Commissioner CUNNINGHAM.

2. Pledge of Allegiance
Commissioner CUNNINGHAM led the Pledge of Allegiance.

Personnel Commissioners in Attendance

Justin Cunningham

Jeff Charles

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 March 10, 2026, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the agenda for the March 10, 2026, Personnel Commission Regular Meeting.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

4. Approval of the Minutes for the February 10, 2026, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the minutes of the February 10, 2026, Personnel Commission Regular Meeting.

Jeff Charles

Justin Cunningham

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 - *None*
- B. San Dieguito Union High School District – *Tracy Olander expressed her congratulations to all classified employees of the year.*
- C. Public - *None*

ACTION ITEMS (See Supplements)

1. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 02/09/2026, individual eligibility valid for six months.
Jeff Charles
Justin Cunningham
Passed with Two Ayes
- B. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for School Plant Supervisor – Middle School, SR40, Promotional Only, updated on 02/09/2026, individual eligibility valid for six months.
Jeff Charles
Justin Cunningham
Passed with Two Ayes
- C. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Executive Assistant – Human Resources, Confidential SR1, Open/Promotional-Dual Certification, updated on 02/10/2026, individual eligibility valid for six months.
Jeff Charles
Justin Cunningham
Passed with Two Ayes
- D. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 02/10/2026, individual eligibility valid for six months.

Jeff Charles
Justin Cunningham
Passed with Two Ayes

- E. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 02/11/2026, individual eligibility valid for six months.

Jeff Charles
Justin Cunningham
Passed with Two Ayes

- F. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 02/18/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to defer Item 1F to the next meeting due to an issue with an expired eligibility date.

Jeff Charles
Justin Cunningham
Passed with Two Ayes

- G. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Information Technology (IT) Support Technician, SR51, Open/Promotional, updated on 02/26/2026, individual eligibility valid for six months.

Jeff Charles
Justin Cunningham
Passed with Two Ayes

- H. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 02/26/2026, individual eligibility valid for six months.

Jeff Charles
Justin Cunningham
Passed with Two Ayes

- I. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 03/03/2026, individual eligibility valid for six months.

Jeff Charles
Justin Cunningham
Passed with Two Ayes

2. 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 Administrative Assistant I, SR38, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

B. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Athletic Trainer, SR47, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

C. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Vehicle & Equipment Service Worker, SR41, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

D. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

E. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

F. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

3. JOB DESCRIPTION REVISION

Public Comments - None

A. Risk Manager

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the proposed revisions to the Risk Manger job description.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

4. PROPOSED 2026-27 BUDGET REVIEW (First Read)

Public Comments – None

Susan Gray noted that the budget was largely consistent with previous years. The significant increase was expected from eSkill, due to more applicants and testing. Susan and Barbara Bass plan to meet with eSkill to negotiate the cost and explore alternatives.

5. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary – *Susan reported that there are currently 34 open positions, with one new bus driver starting and another external candidate expected to join in the coming weeks. The next bus driver trainee program is scheduled to start next week and these new hires will help fill future vacancies.*

B. Vacancy Report

C. Personnel Listing

6. CORRESPONDENCE

Public Comments – None

Susan announced that the Classified Employee of the Year celebration will take place at the April meeting.

7. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, April 14, 2026 at 4:15 PM.

8. ADJOURNMENT – 3:52 PM

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 2/18/2026 Revised

Applicant ID	Rank	Expiration Date	Source
13110	1	7/15/2026	Open
13390	2	7/23/2026	Open
13659	3	8/18/2026	Open
12995	3	7/5/2026	Open
13383	4	7/30/2026	Open
13098	5	7/20/2026	Open
13521	5	8/11/2026	Open
13115	6	7/8/2026	Promo

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Campus Supervisor

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated: 3/9/2026

Applicant ID	Rank	Expiration Date	Source
10984	1	3/24/2026	Open
11566	2	6/2/2026	Open
13964	3	9/9/2026	Open
10743	4	3/24/2026	Open
13716	5	9/9/2026	Open
13786	6	9/9/2026	Open
13918	7	9/9/2026	Open
13508	8	8/10/2026	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

School Bus Driver

Eligibility List

Open/Promo-Dual Certification

Date: 3/10/2026

Applicant ID	Rank	Expiration Date	Source
14058	1	9/10/2026	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Administrative Assistant I

Eligibility List

Open/Promo-Dual Certification

Date: 3/18/2026

Applicant ID	Rank	Expiration Date	Source
14019	1	9/18/2026	Open
14023	2	9/18/2026	Open
13766	3	9/18/2026	Open
13822	4	9/18/2026	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Assistant I

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 3/18/2026

Applicant ID	Rank	Expiration Date	Source
11547	1	5/12/2026	Promo
15146	1	9/18/2026	Open

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

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 3/19/2026

Applicant ID	Rank	Expiration Date	Source
15101	1	9/19/2026	Open

Please note: individual eligibility list is valid for 6 months.

S.Gray

**San Dieguito Union High School District
Personnel Commission**

Campus Supervisor

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated: 3/19/2026

Applicant ID	Rank	Expiration Date	Source
13952	1	9/19/2026	Open
13903	1	9/19/2026	Open
13897	2	9/19/2026	Open
14012	3	9/19/2026	Open
14011	3	9/19/2026	Open
10743	4	3/24/2026	Open
13716	5	9/9/2026	Open
13786	6	9/9/2026	Open
13918	7	9/9/2026	Open
13508	8	8/10/2026	Open

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

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Vehicle & Equipment Service Worker

Eligibility List

Open/Promo-Dual Certification

Date: 3/24/2026

Applicant ID	Rank	Expiration Date	Source
14004	1	9/24/2026	Open
11398	2	5/14/2026	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Athletic Trainer

Eligibility List

Open/Promo-Dual Certification

Effective Date: 3/24/2026

Applicant ID	Rank	Expiration Date	Source
13984	1	9/24/2026	Open
13991	2	9/24/2026	Open
13875	3	9/24/2026	Open
13667	3	9/24/2026	Open
13832	3	9/24/2026	Open
13684	4	9/24/2026	Open
13981	4	9/24/2026	Open
13795	5	9/24/2026	Open
13790	5	9/24/2026	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 3/25/2026

Applicant ID	Rank	Expiration Date	Source
13845	1	9/3/2026	Open
15284	2	9/25/2026	Open
13390	3	7/23/2026	Open
12995	4	7/5/2026	Open
13098	5	7/20/2026	Open
13521	5	8/11/2026	Open
13115	6	7/8/2026	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Campus Supervisor

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated: 3/27/2026

Applicant ID	Rank	Expiration Date	Source
13952	1	9/19/2026	Open
13897	2	9/19/2026	Open
14090	3	9/27/2026	Open
14012	4	9/19/2026	Open
14011	4	9/19/2026	Open
13786	5	9/9/2026	Open
13918	6	9/9/2026	Open
13508	7	8/10/2026	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Assistant-Floater

Eligibility List

Open/Promo-Dual Certification

Effective Date: 3/30/2026

Applicant ID	Rank	Expiration Date	Source
11535	1	5/19/2026	Open
11551	1	5/19/2026	Promo
15508	1	9/30/2026	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S.Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 3/31/2026

Applicant ID	Rank	Expiration Date	Source
15301	1	9/30/2026	Open
13845	2	9/3/2026	Open
15284	3	9/25/2026	Open
13390	4	7/23/2026	Open
12995	5	7/5/2026	Open
13098	6	7/20/2026	Open
13521	6	8/11/2026	Open
13115	7	7/8/2026	Promo

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

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Receptionist

Eligibility List

Open/Promo-Dual Certification

Date: 4/1/2026

Applicant ID	Rank	Expiration Date	Source
14015	1	10/4/2026	Open
13859	1	10/4/2026	Open
15111	1	10/4/2026	Open
15136	2	10/4/2026	Open
14039	3	10/4/2026	Open
15133	4	10/4/2026	Open
13961	5	10/4/2026	Open
10701	5	4/24/2026	Open
10623	6	4/24/2026	Open

Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the test is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Custodian Floater

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 4/6/2026

Applicant ID	Rank	Expiration Date	Source
13980	1	10/6/2026	Open
14054	2	10/6/2026	Open
11441	3	5/18/2026	Open
11680	4	6/5/2026	Open
13992	5	10/6/2026	Open
14071	6	10/6/2026	Open

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

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Assistant I

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 4/6/2026

Applicant ID	Rank	Expiration Date	Source
11547	1	5/12/2026	Promo
15146	1	9/18/2026	Open
15594	1	10/6/2026	Open

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

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Administrative Assistant III

Eligibility List-Merged

Open/Promo-Dual Certification

Effective Date: 4/7/2026

Applicant ID	Rank	Expiration Date	Source
15132	1	10/7/2026	Open
15184	2	10/7/2026	Open
15254	2	10/7/2026	Open
15214	3	10/7/2026	Open
14051	3	10/7/2026	Promo
14076	3	10/7/2026	Open
14049	4	10/7/2026	Open
14052	5	10/7/2026	Promo
14026	6	10/7/2026	Open
15221	7	10/7/2026	Open
14038	8	10/7/2026	Open
14007	9	10/7/2026	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Assistant I

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 4/8/2026

Applicant ID	Rank	Expiration Date	Source
11547	1	5/12/2026	Promo
15146	1	9/18/2026	Open
15717	1	10/8/2026	Open

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

S. Gray

PERSONNEL COMMISSION				
Description	2025-26 Budget	2025-26 Expenses	2026-27 Budget	
Cert bd Members Salary	0	0		
Benefits	3	0	0	
Class Superv & Admin Salaries	149,959	101,442	166,621	Salary - S. Gray
Class.Bd.Members Salary	2,727	1,200	2,700	Commissioner Stipends - 12 reg mtgs, 6 special mtgs
Benefits			63,165	
Clerical And Office Salaries	161,852	106,532	162,167	Salaries - A. Avelar, B. Bass
Benefits			60,496	
Clerical Overtime Wages	1,515	0	1,500	Commission Meetings
Benefits			158	
Clerical Subs-Illness/Leave	0	0		
Clerical-Extra Help	253	0	250	Internal raters
Other.Class-Extra Help	253	0	250	Internal raters
Benefits	158,483	101,935	187	
Materials And Supplies	500	0	300	Office Supplies
Refreshments	300	0	300	Classified Employee of the Year
Non-Capitalized Equipment	0	0		
Non-Capitalized Tech Equipment	0	0		
Conference,Workshop,Sem.	6,500	4,794	6,500	CSPCA Conference
Mileage	500	0	500	
Dues And Memberships	3,700	3,650	3,850	\$3000 CODESP, \$800 CSPCA, \$50 SDCSPCA,
Rents & Leases	2,000	591	2,000	Copier Machine, PC pays 1/3 of department cost
Copy Charges	2,000	580	2,000	Copies, PC pays 1/3 of department cost
Professional/Consult Svs	10,000	0	10,000	Hearing expenses - Hearing Officer, Transcriber, Translator
Legal Expense	14,275	0	14,275	
Computer Licensing	7,000	6,499	9,000	Eskill -Price increase due to increased testing
Advertising	5,000	2,662	5,000	Edjoin, SchoolSpring, Job Postings
Other Serv.& Oper.Exp.	0	0		
Communications-Postage	25	0	25	Certified Mail
PERSONNEL COMMISSION Total	\$ 526,845.00	\$ 329,885.30	\$ 511,244.00	

Vacancy Summary Report

April 8, 2026

Site/Department	Full Time	Part Time	Grand Total
Carmel Valley Middle School	1	4	5
Coast Academy		3	3
La Costa Canyon High School	1	6	7
Maintenance & Operations	3		3
Nutrition Services		1	1
Pacific Trails Middle School	1	3	4
San Dieguito High School Academy	1		1
Torrey Pines High School	3	1	4
Transportation	2	1	3
Grand Total	12	19	31

Hard to Fill	Count of FTE
Campus Supervisor	3
Instructional Assistant - Behavior Intervention	5
Instructional/Personal Care Assistant	3
Nutrition Services Assistant - Floater	1
Nutrition Services Assistant I	5
School Bus Driver	1
Vehicle & Equipment Mechanic	1
Grand Total	19

Status	Count of STATUS
Hired	1
Interviews in Progress	5
Offer Pending	2
Recruitment in Progress	16
References	3
Selection Clearing	3
Testing in Progress	1
Grand Total	31

Vacancy Report

SITE	SLOT	TITLE	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Carmel Valley Middle School	AA045	Administrative Assistant I	10	40	8	1	Hired
Pacific Trails Middle School	AJ621	Administrative Assistant III	11	40	8	1	Interviews in Progress
La Costa Canyon High School	AQ816	Athletic Trainer	11	40	8	1	Interviews in Progress
Torrey Pines High School	AQ815	Athletic Trainer	11	40	8	1	Interviews in Progress
Carmel Valley Middle School	AO538	Campus Supervisor	10	19.5	3.9	0.49	Offer Pending
San Dieguito High School Academy	AA307	Campus Supervisor	10	40	8	1	Selection Clearing
Torrey Pines High School	AK188	Campus Supervisor	10	40	8	1	References
Maintenance & Operations	AQ640	Custodian-Floater	12	40	8	1	Interviews in Progress
Maintenance & Operations	AA165	Custodian-Floater	12	40	8	1	Recruitment in Progress
Maintenance & Operations	AA193	Grounds Maintenance Worker II	12	40	8	1	Recruitment in Progress
Carmel Valley Middle School	AQ766	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Coast Academy	AI365	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AH757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Pacific Trails Middle School	AQ162	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Selection Clearing
Pacific Trails Middle School	AQ649	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Offer Pending
Carmel Valley Middle School	AN497	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Coast Academy	AJ624	Instructional Assistant Special Education	10	27.5	5.5	0.69	Recruitment in Progress
Coast Academy	AP834	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AG366	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AQ767	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AI815	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
Carmel Valley Middle School	AC928	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in Progress
La Costa Canyon High School	AA241	Nutrition Services Assistant I	10	12.5	2.5	0.25	Recruitment in Progress
La Costa Canyon High School	AA261	Nutrition Services Assistant I	10	17.5	3.5	0.44	Recruitment in Progress
La Costa Canyon High School	AJ076	Nutrition Services Assistant I	10	17.5	3.5	0.44	References
Pacific Trails Middle School	AJ950	Nutrition Services Assistant I	10	18.75	3.75	0.47	Recruitment in Progress
Nutrition Services	AQ323	Nutrition Services Assistant - Floater	10	35	7	0.88	References
Torrey Pines High School	AA080	Receptionist	10	40	8	1	Interviews in Progress
Transportation	AA512	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AA551	Vehicle & Equipment Mechanic	12	40	8	1	Testing in Progress
Transportation	AA554	Vehicle & Equipment Service Worker	12	40	8	1	Selection Clearing

**Classified Personnel List
March 11, 2026**

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Change in Assignment	Classified	Carter	Jacquetta	Receptionist to Administrative Assitant II	TPHS	02/23/2026		1.00
Change in Assignment	Classified	Chavez	Diane	School Bus Driver	Transportation	01/26/2026		0.88 to 0.92
Change in Assignment	Classified	Clarke	Matthew	Secretary	TPHS to DNO	03/09/2026		1.00
Change in Assignment	Classified	Fisher	Julee	Instructional Assistant-Special Education to Instructional Assistant-Behavior Intervention	COAST	02/19/2026		0.69
Change in Assignment	Classified	Goodin	Craig	Custodian Floater to Custodian	Facilities to OCMS	10/03/2025		1.00
Change in Assignment	Classified	Kinnare	Carolyn	Secretary to Administrative Assistant II	DNO to Facilities	02/18/2026		1.00
Change in Assignment	Classified	Lopez	Rick	Campus Supervisor to School Plant Supervisor - Middle School	SDA to DNO	03/09/2026		1.00
Change in Assignment	Classified	Porup	Kirsten	Administrative Assistant I to Secretary	CVMS to DNO	02/23/2026		1.00
Change in Assignment	Classified	Richards	Barbara	Instructional Assistant-Behavior Intervention to Instructional Personal Care Assistant	COAST	02/09/2026		0.69 to 0.75
Change in Assignment	Classified	Tate Jr.	Will	Custodian	DNO to OCMS	12/15/2025		1.00
Employment	Classified	Pizana	Andrea	Executive Assistant to the Superintendent	District Office	02/25/2026		1.00
Employment	Classified	Rodriguez Grijalva	Maribel	Custodian Floater	Facilities	02/11/2026		1.00
Employment	Classified	Vallejo Campos	Dulce	Nutrition Services Assistant I	TPHS	02/04/2026		0.49
Resignation	Classified	Bush	Ashley	Administrative Assistant II	TPHS		02/13/2026	1.00
Resignation	Classified	Matthews	Coty	Campus Supervisor	CVMS		01/29/2026	0.49

**Classified Personnel List
March 11, 2026**

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Resignation	Classified	Miller	Timothy	Instructional Assistant-Multilingual Learner	CVMS		01/30/2026	0.49
Retirement	Classified	Pierce	Vetha	Administrative Assistant III	PTMS		05/01/2026	1.00
Termination	Classified	Mendoza Cruz	Carlos	Vehicle & Equipment Service Worker	Transportation		02/10/2026	1.00