San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, August 11, 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 August 11, 2026, Personnel Commission Regular Meeting.
   Public Comments - None

   Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the agenda for the August 11, 2026, Personnel Commission Regular Meeting.
   John Baird
   Jeff Charles
   Justin Cunningham
   Passed with Three Ayes

4. Approval of the Minutes for the June 9, 2026, Personnel Commission Regular Meeting.
   Public Comments - None

   Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the minutes of the June 9, 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. School Plant Supervisor – High School
      Eligibility List, SR41, Open/Promotional-Dual Certification, updated on 06/05/2026, individual eligibility valid for six months.

      Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item A, School Plant Supervisor – High School.
      John Baird
      Jeff Charles
      Justin Cunningham
      Passed with Three Ayes

   B. Custodian
      Continuous Filing Eligibility List, SR32, Open/Promotional-Dual Certification, updated on 06/09/2026, individual eligibility valid for six months.

      Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item B, Custodian.
      Jeff Charles
      John Baird
      Justin Cunningham
      Passed with Three Ayes

C. Instructional Assistant SpEd
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 06/11/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item C, Instructional Assistant SpEd.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

D. Nutrition Services Assistant I
Continuous Filing Eligibility List, SR26, Open/Promotional-Dual Certification, updated on 06/12/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item D, Nutrition Services Assistant I.
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 06/29/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item E, Instructional Assistant SpEd (Behavior Intervention).
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

F. Nutrition Services Supervisor
Eligibility List, Supervisory SR4, Open/Promotional-Dual Certification, updated on 06/29/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item F, Nutrition Services Supervisor.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

G. Occupational Therapist
Eligibility List, SR65, Open/Promotional-Dual Certification, updated on

06/29/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item G, Occupational Therapist.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

H. Information Systems Support Analyst
Eligibility List, SR52, Promotional Only, updated on 06/29/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item H, Information Systems Support Analyst.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

I. Custodian Crew Leader
Eligibility List, SR38, Promotional Only, updated on 07/15/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item I, Custodian Crew Leader.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

J. Instructional Assistant SpEd (Behavior Intervention)
Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 07/15/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item J, Instructional Assistant SpEd (Behavior Intervention).
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

K. Instructional/Personal Care Assistant – SpEd
Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 07/15/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item K, Instructional/Personal Care Assistant – SpEd.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

L. Campus Supervisor
Continuous Filing Eligibility List, SR32, Open/Promotional-Dual Certification, updated on 07/17/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item L, Campus Supervisor.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

M. Custodian-Floater
Continuous Filing Eligibility List, SR33, Open/Promotional-Dual Certification, updated on 07/21/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item M, Custodian-Floater.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

N. Instructional Assistant SpEd
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 07/27/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item N, Instructional Assistant SpEd.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

O. Instructional/Personal Care Assistant – SpEd
Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 07/27/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item O, Instructional/Personal Care Assistant – SpEd.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

P. Nutrition Services Assistant – Floater
Eligibility List, SR27, Open/Promotional-Dual Certification, updated on 07/29/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item P, Nutrition Services Assistant – Floater.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

Q. Nutrition Services Assistant I
Continuous Filing Eligibility List, SR26, Open/Promotional-Dual Certification, updated on 07/29/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item Q, Nutrition Services Assistant I.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

R. Nutrition Services Assistant – Floater
Eligibility List, SR27, Open/Promotional-Dual Certification, updated on 07/30/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item R, Nutrition Services Assistant – Floater.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

S. Nutrition Services Assistant – Floater
Eligibility List, SR27, Open/Promotional-Dual Certification, updated on 08/03/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item S, Nutrition Services Assistant – Floater.
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-Floater, SR33, 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 Campus Supervisor, SR32, Open/Promotional-Dual Certification.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

C. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for Custodian Crew Leader, SR38, Promotional Only.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

D. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Legal Support Specialist, Confidential SR1, Open/Promotional-Dual Certification.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

E. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

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

establish a six-month Eligibility List for Athletic Trainer, SR47, Open/Promotional-Dual Certification.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

G. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for Administrative Assistant I, SR38, Open/Promotional-Dual Certification.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

H. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Translator/Interpreter (Spanish), SR41, Open/Promotional-Dual Certification.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

3. APPROVAL OF THE 2025-26 ANNUAL REPORT
Public Comment - None

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the 2025-26 Annual Report of the Personnel Commission for submission to the Board of Trustees.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

4. STAFF COMMENTS ON PERSONNEL ACTIVITIES
Public Comments - None
   A. Vacancy Report Summary: *Susan Gray noted that the biggest challenges remain filling the vacancies in Nutrition Services and the Instructional Assistants. Advertisements for these positions will be posted in the parent newsletters once the school year starts.*
   B. Vacancy Report
   C. Personnel Listing

5. CORRESPONDENCE
Public Comments - None

6. NEXT PERSONNEL COMMISSION MEETING
   The next Regular meeting of the Personnel Commission is scheduled for Tuesday, September 8, 2026 at 3:30 PM.

7. ADJOURNMENT – 3:52PM