San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, September 8, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
   The meeting was called to order at 3:32 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 September 8, 2026, Personnel Commission Regular Meeting.
   Public Comments - None

   Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the agenda for the September 8, 2026, Personnel Commission Regular Meeting.
   John Baird
   Jeff Charles
   Justin Cunningham
   Passed with Three Ayes

4. Approval of the Minutes for the August 11, 2026, Personnel Commission Regular Meeting.
   Public Comments - None

   Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the minutes of the August 11, 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
      Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 08/07/2026, individual eligibility valid for six months.

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

   B. Instructional Assistant SpEd
      Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 08/10/2026, individual eligibility valid for six months.

      Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item B, Instructional Assistant SpEd.
      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 08/14/2026, 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. Instructional Assistant SpEd
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 08/17/2026, individual eligibility valid for six months.

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

E. Instructional/Personal Care Assistant – SpEd
Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 08/17/2026, individual eligibility valid for six months.

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

F. Instructional Assistant SpEd (Behavior Intervention)
Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 08/19/2026, individual eligibility valid for six months.

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

G. Instructional Assistant Special Education
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification,

updated on 08/24/2026, individual eligibility valid for six months.

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

H. Athletic Trainer
Eligibility List, SR47, Open/Promotional-Dual Certification, updated on 08/25/2026, individual eligibility valid for six months.

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

I. Nutrition Services Assistant – Floater
Eligibility List, SR27, Open/Promotional-Dual Certification, updated on 08/25/2026, individual eligibility valid for six months.

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

J. Instructional Assistant – Multilingual Learners
Continuous Filing Eligibility List, SR31, Open/Promotional-Dual Certification, updated on 08/27/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item J, Instructional Assistant – Multilingual Learners.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

K. Campus Supervisor
Continuous Filing Eligibility List, SR32, Open/Promotional-Dual Certification, updated on 08/31/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item K, Campus Supervisor.
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 BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

B. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Custodian-Floater, SR33, Open/Promotional.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

3. STAFF COMMENTS ON PERSONNEL ACTIVITIES
Public Comments - None

A. Vacancy Report Summary: *Susan Gray reported that progress is being made on the Instructional Assistant recruitments. A new bus driver trainee class started and the goal is to fill the remaining two School Bus Driver vacancies through the training program.*
B. Vacancy Report
C. Personnel Listing

Susan Gray announced the upcoming CSPCA Conference in Long Beach and requested that Commissioner Baird and Commissioner Cunningham inform her of their attendance to take advantage of the early registration.

4. CORRESPONDENCE
Public Comments - None

5. NEXT PERSONNEL COMMISSION MEETING
The next Regular meeting of the Personnel Commission is scheduled for Tuesday, October 13, 2026 at 3:30 PM.

The Personnel Commissioners agreed to cancel the October 13th meeting and hold a Special Meeting on October 27th instead.

6. ADJOURNMENT – 3:46 PM