

San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, August 12, 2025

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 3:33 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 August 12, 2025, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve the agenda for the August 12, 2025, Personnel Commission Regular Meeting.

Justin Cunningham
Jeff Charles
John Baird

Passed with Three Ayes

4. Approval of the Minutes for the July 24, 2025, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the minutes of the July 24, 2025, Personnel Commission Regular Meeting.

Jeff Charles
Justin Cunningham
John Baird

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 – *John Baird has been nominated by CSEA for reappointment to a three-year term as commissioner.*
- B. San Dieguito Union High School District
- C. Public - *None*

ACTION ITEMS (See Supplements)

6. 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 07/11/2025, 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 a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 07/17/2025, 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 a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 07/23/2025, 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 Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 07/25/2025, 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 a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated on 07/29/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

7. 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 Athletic Trainer, SR47, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

It was clarified that this position is a new posting due to an athletic trainer's recent resignation, following a job description revision in January to meet new California licensing and education requirements.

- B. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Registrar, SR40, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

8. CLASSIFICATION REVIEWS

Public Comments – Carolyn Kinnare, Carmen Blum, Tracy Ngo, Anne Van Winkle, Brooke Barney, Wendy Woodard

A. Reclassification – Registrar I

1. Rescission of Prior Action

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to rescind the prior action taken May 13, 2025 by the Personnel Commission, which was to "recommend to the Board a new classification of Registrar I due to accretion of duties of the middle school counseling Secretaries."

Jeff Charles - aye

Justin Cunningham - aye

John Baird – abstain

Passed with Two Ayes

2. In the event of the rescission of prior action, discussion and possible action to establish the classification of Registrar I.

Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to adopt the new classification of Registrar I.

Commissioners CUNNINGHAM and CHARLES withdrew their motion and no action was taken on Item 8A.2.

Carolyn Kinnare emphasized that the current work of the middle school counseling secretaries largely matches the Registrar job description. She cited several Education Codes that she believes supports the Personnel Commission's authority to reclassify their position. Kinnare also reiterated that registrars and counseling secretaries attend and receive almost all of the same training(s). Kinnare also read a letter from Laura Martin, a school counselor, who supported reclassifying middle school counseling secretaries as registrars, noting their complex tasks, technical expertise, and attention to detail.

Carmen Blum emphasized the gradual accretion of duties and the need for the job description to reflect the technical nature of the work as well as the alignment between the middle school and high school positions. Blum questioned the delay in addressing this request, noting new administrative positions had been approved despite budget concerns.

Brooke Barney, a middle school counseling secretary, shared that when she was hired, the secretary job description did not include registrar duties and was confused when she received training for student enrollment.

Anne Van Winkle attested to the significant difference in workload and knowledge base since transferring from the role of a middle school counseling secretary to the role of an attendance secretary.

Tracy Ngo commented that only a handful of positions have access to CALPADS, including both registrars and the middle school counseling

secretaries, noting that other secretary positions do not have access to specific student data.

Wendy Woodard, a former district employee, supported the idea that registrar work begins at the middle school, emphasizing the extensive data entry and record-keeping responsibilities performed by the middle school counseling secretaries.

Commissioner Baird supported reclassifying the middle school counseling secretaries to Registrar I at salary range 38. Baird opinioned that the Personnel Commission has the responsibility for reclassification per Education Code and the CSEA contract.

Commissioner Charles pointed out that the CAC twice recommended no change or did not support a change, and the out-of-class grievance was not sustained. Charles recalled that the board did not directly “send back” the issue but directed HR to “work with the commission.” He noted the district’s previous willingness to rename the middle school counseling secretaries to Registrar I without a pay increase, but recalled the CSEA’s concern about creating a small, vulnerable class for layoffs. He also noted the distinction between reclassifying a position into an existing job class compared to the creation of a new job classification. He expressed concern that a unilateral action by the Personnel Commission might not “hold up” legally or could be defensible.

Susan Gray explained that the CAC approved revisions to the secretary job description, but not the creation of Registrar I. The revised secretary job description, which incorporated feedback from various secretaries, was approved by CAC but put on hold by the Commission pending the resolution of this issue. Gray clarified that while a reclassification means creating a new classification or moving into an existing one, it may or may not result in a salary reallocation. Gray also pointed out the distinction in enrollment duties: middle school secretaries handle significant new enrollment, while high school registrars primarily handle rollovers and transfers, which are fewer in number. Gray noted that the current high school registrar job description is outdated and is on the list for future review/revision.

Commissioner Cunningham expressed concern about the financial impact on the budget, noting the instability of school funding. Cunningham stated the best option would be to review the proposed revised job descriptions to compare them side-by-side.

The Personnel Commission directed the Director of Classified Personnel to conduct a classification study of the high school Registrar position. Additionally, Gray was directed to provide the middle school counseling secretaries with the draft Registrar I job description so they could provide

feedback. Gray noted that this process may take approximately three to four months to complete, and that the final verbiage for both job descriptions would need to be reviewed and approved by the district and CAC before bringing the job descriptions back to the Personnel Commission.

B. Job Description Revisions

1. Bus Driver Trainer

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the revised job description and proposed title change to Bus Driver Instructor.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

2. Human Resources Analyst

Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve the revised job description and title change to Human Resources Analyst – Classified.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

This change was made to distinguish it from a Human Resources Certificated Analyst, clarifying that this position supports classified staff.

9. APPROVAL OF THE 2024-25 ANNUAL REPORT

Public Comment - None

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the 2024-25 Annual Report of the Personnel Commission for submission to the Board of Trustees.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

Commissioner Charles noted the impressive statistics, including almost a thousand applications received, 173 jobs filled, and 15 job classification revisions.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary – Susan Gray reported that there are 49 open positions as of the meeting date, noting a recent increase due to retirements, resignations, and new Instructional Assistant positions. Gray also reported

there are only four bus driver positions open, with an upcoming training class starting October 13th to fill vacancies.

B. Vacancy Report

11. CORRESPONDENCE

Public Comments - None

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, September 9, 2025 at 3:30 p.m.

13. ADJOURNMENT – 6:00 PM