

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

Regular Meeting Agenda

3:30 PM January 13, 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

3:30 PM, January 13, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the January 13, 2026, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the January 13, 2026, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the December 9, 2025, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the December 9, 2025, 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 an Eligibility List for Grounds Maintenance Worker I, SR35, Open/Promotional-Dual Certification, updated on 12/04/2025, individual eligibility valid for six months.
- B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 12/05/2025, 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 12/15/2025, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve an Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, updated on 12/16/2025, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/05/2026, 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 01/06/2026, individual eligibility valid for six months.
- G. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 01/06/2026, individual eligibility valid for six months.
- H. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/07/2026, individual eligibility valid for six months.
- I. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 01/07/2026, 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 Administrative Assistant II, SR 40, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Executive Assistant to the Superintendent, Confidential SR2, Open/Promotional-Dual Certification.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification.
- D. Motion by _____, second by _____, to establish a six-month Eligibility List for Nutrition Services Assistant – Floater, SR26, Open/Promotional-Dual Certification.
- E. Motion by _____, second by _____, to establish a six-month Eligibility List for Vehicle/Equipment Mechanic, SR49, Open/Promotional-Dual Certification.
- F. Motion by _____, second by _____, to establish a six-month Eligibility List for

School Plant Supervisor-Middle School, SR40, Promotional Only.

G. Motion by _____, second by _____, to establish a six-month Eligibility List for Executive Assistant, Confidential SR1, Open/Promotional-Dual Certification.

DISCUSSION/INFORMATION ITEMS (See Supplements)

3. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

4. CORRESPONDENCE

Public Comments, if any

5. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, February 10, 2026 at 3:30 PM.

6. ADJOURNMENT

San Dieguito Union High School District

PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, December 9, 2025

MEETING/OPEN SESSION

1. Call to Order, Commission Chair

The meeting was called to order at 3:37 PM by Commissioner BAIRD.

2. Pledge of Allegiance

Commissioner BAIRD led the Pledge of Allegiance.

Personnel Commissioners in Attendance

John Baird

Jeff Charles, *arrived at 4:15 PM*

Justin Cunningham

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 December 9, 2025, Personnel Commission Regular Meeting.

Public Comments – Commissioner Cunningham suggested an amendment to the agenda, requesting that Action Item number one be moved to the end of the meeting.

Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve the agenda for the December 9, 2025, Personnel Commission Regular Meeting.

Justin Cunningham

John Baird

Passed with Two Ayes

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

Public Comments - None

Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve the minutes of the November 4, 2025, Personnel Commission Regular Meeting.

Justin Cunningham

John Baird

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 – *Ambrose Lark confirmed that CSEA has submitted a proposal to the district regarding the classification review process post-CAC and CSEA is currently waiting for a counter-proposal from the district. Ambrose noted that two job descriptions, Transportation Dispatcher and the Middle School Counseling Secretary / Registrar I, have been delayed pending the negotiation of the new classification review process. CSEA also reached a tentative agreement for the 2025-2026 school year.*
- B. San Dieguito Union High School District – *Tracy Olander expressed gratitude towards all classified employees.*
- C. Public – *John Baird asked about process for job description revisions and who was included in the process. Susan Gray clarified that the process has not changed regarding job description revisions. Susan will continue to seek input from district representatives, such as the supervisor or other subject matter expert, and the individuals in the classification on proposed job description revisions. Once the District and CSEA reach agreement on the bargaining process, new and proposed job description changes will be provided to the parties in accordance with that agreed upon process.*

ACTION ITEMS (See Supplements)

1. ORGANIZATION OF THE PERSONNEL COMMISSION

Public Comments - None

A. Election of Chair for the Personnel Commission

Motion by Commissioner CHARLES, second by Commissioner BAIRD, that Commissioner CUNNINGHAM be nominated as Chair of the Personnel Commission for 2026.

Jeff Charles

John Baird

Passed with Two Ayes

Motion by Commissioner CHARLES, second by Commissioner BAIRD, that nominations be closed. Commissioner CUNNINGHAM is elected as Chair of the Personnel Commission for 2026.

Jeff Charles

John Baird

Passed with Two Ayes

B. Election of Vice-Chair for the Personnel Commission

Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, that Commissioner CHARLES be nominated as Vice-Chair of the Personnel Commission for 2026.

Justin Cunningham

John Baird

Passed with Two Ayes

Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, that nominations be closed. Commissioner CHARLES is elected as Vice-Chair of the Personnel Commission for 2026.

Justin Cunningham

John Baird

Passed with Two Ayes

2. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

A. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 11/03/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

B. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, updated on 11/03/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

C. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated on 11/05/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

D. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 11/12/2025, individual eligibility valid for six months.

Justin Cunningham
John Baird

Passed with Two Ayes

E. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Registrar, SR40, Open/Promotional-Dual Certification, updated on 11/14/2025, individual eligibility valid for six months.

Justin Cunningham
John Baird

Passed with Two Ayes

F. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Vehicle & Equipment Service Worker, SR41, Open/Promotional-Dual Certification, updated on 11/14/2025, individual eligibility valid for six months.

Justin Cunningham
John Baird

Passed with Two Ayes

G. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 11/17/2025, individual eligibility valid for six months.

Justin Cunningham
John Baird

Passed with Two Ayes

H. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 11/17/2025, individual eligibility valid for six months.

Justin Cunningham
John Baird

Passed with Two Ayes

I. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Custodial Supervisor I, Supervisory SR5, Promotional Only, updated on 11/18/2025, individual eligibility valid for six months.

Justin Cunningham
John Baird

Passed with Two Ayes

J. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 11/18/2025, individual

eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

K. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Nutrition Services Assistant-Floater, SR26, Open/Promotional-Dual Certification, updated on 11/19/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

L. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 11/24/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

M. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 11/24/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

N. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 11/24/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

O. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification, updated on 11/25/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

P. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for Nutrition Services Transporter I, SR27, Open/Promotional-Dual Certification, updated on 12/01/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

Q. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 12/02/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

R. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 12/02/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

S. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 12/03/2025, individual eligibility valid for six months.

Justin Cunningham

John Baird

Passed with Two Ayes

3. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

A. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to establish a six-month Eligibility List for Custodial Supervisor I, Supervisory SR5, Promotional Only.

Justin Cunningham

John Baird

Passed with Two Ayes

B. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to establish a six-month Eligibility List for Nutrition Services Assistant – Floater, SR26, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird

Passed with Two Ayes

C. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to establish a six-month Eligibility List for Nutrition Services Transporter I, SR27, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird

Passed with Two Ayes

D. Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to establish a six-month Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird
Passed with Two Ayes

4. PERSONNEL COMMISSION MEETING CALENDAR – 2026

Public Comments - None

Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve the schedule for the regular meetings of the Personnel Commission for 2026 as listed on the attached calendar.

Justin Cunningham

John Baird

Passed with Two Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

5. LEGISLATIVE UPDATE

Public Comment - None

A. SB 848 – Pupil Safety: School Employee Misconduct

Susan Gray provided an update on SB 848, a new bill that will require all non-certificated employees to disclose previous “school employment” on their applications. The district must then contact every previous school employer to inquire whether a complaint, investigation, or report to the state regarding egregious misconduct was ever filed against the applicant. This new process is expected to impact the length of the hiring process. SB 848 will take effect on January 1, and also requires the CTC to develop a more functional database that will include both certificated and non-certificated complaints in the future.

6. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel Listing

7. CORRESPONDENCE

Public Comments – None

Susan Gray provided an update on the registrations for the CSPCA conference, anticipating that the conference may reach 200 registered attendees. The conference will offer approximately 40 different topics and CSEA partners were formally invited to attend the conference.

8. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, January 13, 2026 at 3:30 PM.

9. ADJOURNMENT – 4:30 PM

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

Grounds Maintenance Worker I

Eligibility List

Open/Promo-Dual Certification

Effective Date: 12/4/2025

Applicant ID	Rank	Expiration Date	Source
11636	1	6/4/2026	Open
11515	1	6/4/2026	Open
11489	2	6/4/2026	Open
11608	3	6/4/2026	Open
11603	4	6/4/2026	Open

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

S. Gray

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

Custodian Floater

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 12/5/2025

Applicant ID	Rank	Expiration Date	Source
11464	1	5/24/2026	Open
11441	2	5/18/2026	Open
11668	3	6/5/2026	Open
11680	3	6/5/2026	Open
11653	4	6/5/2026	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: 12/15/2025

Applicant ID	Rank	Expiration Date	Source
12892	1	6/15/2026	Open

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

S. Gray

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

Health Technician

Eligibility List

Open/Promo-Dual Certification

Date: 12/16/2025

Applicant ID	Rank	Expiration Date	Source
11672	1	6/16/2026	Open
8985	2	1/11/2026	Open
11658	3	6/16/2026	Open
11836	3	6/16/2026	Open
11760	4	6/16/2026	Open
11801	5	6/16/2026	Open
11833	6	6/16/2026	Open
11581	7	6/16/2026	Promo
9405	8	2/11/2026	Promo
8902	9	1/11/2026	Open
8932	10	1/11/2026	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: 1/5/2026

Applicant ID	Rank	Expiration Date	Source
11812	1	7/5/2026	Open
9473	2	2/12/2026	Open
12872	3	7/5/2026	Open
12995	4	7/5/2026	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: 1/6/2026

Applicant ID	Rank	Expiration Date	Source
13010	1	7/6/2026	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: 1/6/2026

Applicant ID	Rank	Expiration Date	Source
11547	1	5/12/2026	Promo
13084	1	7/6/2026	Open

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

S. Gray

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

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Date: 1/7/2026

Applicant ID	Rank	Expiration Date	Source
13048	1	7/7/2026	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: 1/7/2026

Applicant ID	Rank	Expiration Date	Source
11547	1	5/12/2026	Promo
13084	1	7/6/2026	Open
11693	1	7/7/2026	Open
13020	1	7/7/2026	Open
13112	1	7/7/2026	Open

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

S. Gray

Vacancy Summary Report

January 7, 2026

Site/Department	Full Time	Part Time	Grand Total
Carmel Valley Middle School		6	6
Coast Academy		1	1
Diegueno Middle School	1	2	3
District Office	1		1
La Costa Canyon High School	1	5	6
Maintenance & Operations	4		4
Nutrition Services		2	2
Oak Crest Middle School		2	2
Pacific Trails Middle School		3	3
San Dieguito HS Academy		1	1
Technology	1		1
Torrey Pines High School	1	2	3
Transportation	2	4	6
Grand Total	11	28	39

Hard to Fill	Count
Instructional Assistant - Behavior Intervention	5
Instructional Assistant Special Education	5
Instructional/Personal Care Assistant	1
Nutrition Services Assistant - Floater	1
Nutrition Services Assistant I	8
School Bus Driver	4
Vehicle & Equipment Mechanic	1
Grand Total	25

Status	Count of STATUS
Hired	5
Hold	3
Interviews in Progress	1
Offer Pending	1
Recruitment in Progress	27
Selection Clearing	2
Grand Total	39

VACANCY REPORT							
SITE	SLOT	TITLE	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Maintenance & Operations	AQ801	Administrative Assistant II	12	40	8	1	Recruitment in Progress
La Costa Canyon High School	AA306	Campus Supervisor	10	40	8	1	Hired
Torrey Pines High School	AK188	Campus Supervisor	10	40	8	1	Interviews in Progress
Maintenance & Operations	AA165	Custodian Floater	12	40	8	1	Selection Clearing
Maintenance & Operations	AQ639	Custodian Floater	12	40	8	1	Offer Pending
District Office	AE041	Executive Assistant to the Superintendent	12	40	8	1	Recruitment in Progress
Diegueno Middle School	AA345	Health Technician	10	30	6	0.75	Hold
Oak Crest Middle School	AQ610	Health Technician	10	30	6	0.75	Hired
Technology	AM576	Information Technology Support Technician	12	40	8	1	Hold
Carmel Valley Middle School	AQ764	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Carmel Valley Middle School	AQ766	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	Recruitment in Progress
Pacific Trails Middle School	AQ649	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
San Dieguito HS Academy	AO546	Instructional Assistant - Multilingual Learner	10	19.5	3.9	0.49	Hold
Carmel Valley Middle School	AQ795	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Carmel Valley Middle School	AN497	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Carmel Valley Middle School	AQ725	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Coast Academy	AP834	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AF620	Instructional Assistant Special Education	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	Hired
Diegueno Middle School	AA231	Nutrition Services Assistant I	10	15	3	0.38	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	Recruitment in Progress
Oak Crest Middle School	AF015	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in Progress
Pacific Trails Middle School	AJ950	Nutrition Services Assistant I	10	18.75	3.75	0.47	Recruitment in Progress
Torrey Pines High School	AA251	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in Progress
Nutrition Services	AQ323	Nutrition Services Assistant - Floater	10	35	7	0.88	Recruitment in Progress
Nutrition Services	AI750	Nutrition Services Transporter I	10	30	6	0.75	Hired
Transportation	AF521	School Bus Driver	10	35	7	0.875	Hired
Transportation	AE711	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AA512	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AA500	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Maintenance & Operations	AA175	School Plant Supervisor - Middle School	12	40	8	1	Recruitment in Progress
Diegueno Middle School	AA119	Secretary	10	40	8	1	Recruitment in Progress
Transportation	AA551	Vehicle & Equipment Mechanic	12	40	8	1	Recruitment in Progress
Transportation	AA554	Vehicle & Equipment Service Worker	12	40	8	1	Selection Clearing

Classified Personnel List

December 11, 2025

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Change in Assignment	Classified	Deshpande	Saylee	Nutrition Services Assistant Floater to Nutrition Services Assistant II	District Office to CVMS	11/19/2025		0.88 to 0.75
Change in Assignment	Classified	Dowd	Margaret	Health Technician to Instructional Assistant-Special Education	DNO to LCC	12/01/2025		0.75
Change in Assignment	Classified	Gomez Martinez	Cruz	Nutrition Services Assistant I	DNO	12/01/2025		0.44 to 0.49
Change in Assignment	Classified	Read	Maria	Nutrition Services Assistant Floater to Nutrition Services Assistant II	District Office to PTMS	11/19/2025		0.88 to 0.75
Change in Assignment	Classified	Regan	Greg	Instructional Assistant-Special Education to Instructional Assistant-Behavior Intervention	CVMS	12/01/2025		0.75
Change in Assignment	Classified	Richards	Barbara	Student Health Care Specialist to Instructional Assistant-Behavior Intervention	District Office to COAST	12/01/2025		1.00 to 0.69
Change in Assignment	Classified	Scanlin	Matthew	Athletic Trainer	LCC	11/01/2025		0.87 to 1.00
Change in Assignment	Classified	Schmidt	Sophie	Nutrition Services Transporter to Instructional Assistant-Special Education	District Office to COAST	11/17/2025		0.75 to 0.69
Change in Assignment	Classified	Smith	Ruth	Nutrition Services Assistant II to Nutrition Services Assistant I	CVMS to CCA	11/10/2025		0.4875 to 0.4688
Change in Assignment	Classified	Zhang	Ruoyu	Nutrition Services Assistant Floater to Nutrition Services Assistant II	District Office to EWMS	12/01/2025		0.88 to 0.75
Employment	Classified	Rashkova	Petya	Instructional Personal Care Assistant	LCC	11/12/2025		0.75
Employment	Classified	Summeril	Sandra	Nutrition Services Assistant I	LCC	11/17/2025		0.44
Termination	Classified	Bui	Ha	Health Technician	OCMS		11/04/2025	0.75