

**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