

San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, September 9, 2025

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 3:30 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 September 9, 2025, Personnel Commission Regular Meeting.

Public Comments - None

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

Justin Cunningham
Jeff Charles
John Baird

Passed with Three Ayes

4. Approval of the Minutes for the August 12, 2025, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the minutes of the August 12, 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 - *None*

B. San Dieguito Union High School District – *Tracy Olander expressed gratitude for all classified employees for the smooth start of the school year.*

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 II, SR27, Open/Promotional-Dual Certification, updated on 08/07/2025, 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 an Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, updated on 08/11/2025, 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 Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 08/12/2025, 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 (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 08/12/2025, 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 Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 08/12/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- F. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Athletic Trainer, SR47, Open/Promotional-Dual Certification, updated on 08/13/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- G. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve an Eligibility List for Registrar, SR40, Open/Promotional-Dual Certification, updated on 08/13/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- H. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification, updated on 08/14/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- I. Motion by Commissioner CUNNINGHAM, second by Commission CHARLES, to approve an Eligibility List for Technology Supervisor, Supervisory SR9,

Open/Promotional, updated on 08/14/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- J. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Grounds Maintenance Equipment Operator, SR41, Open/Promotional-Dual Certification, updated on 08/15/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- K. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Student Healthcare Specialist, SR40, Open/Promotional-Dual Certification, updated on 08/15/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- L. 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 08/25/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

- A. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Aquatics Program & Facility Use Supervisor, Supervisory SR11, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Vocational Developer, SR37, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham
John Baird
Passed with Three Ayes

- C. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Instructional Assistant-Multilingual Learners, SR31, Open/Promotional-Dual Certification.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

8. CLASSIFICATION REVIEWS

Public Comments – Carmen Blum

A. Job Description Revisions

1. Translator/Interpreter – Spanish

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to revise the job description for Translator/Interpreter – Spanish as proposed.

Jeff Charles – aye
Justin Cunningham – aye
John Baird – no
Passed with Two Ayes

Carmen Blum's primary concern was the compensation, arguing that the current salary range for the Interpreter/Translator Spanish position was significantly lower than the Interpreter for the Deaf and Hard-of-Hearing, despite similar skill levels and the specialized nature of the work. Carmen expressed concern that an underpaid position could lead to high turnover or reliance on expensive agency interpreters. She also highlighted a new duty added to the revised job description: scheduling other interpreters for various languages across the district. Carmen argued this was never part of her duties, requires desk-based work, and takes significant time, making it inappropriate for her traveling role.

Susan Gray clarified that the job description revisions primarily added detail and appropriate terminology. She acknowledged the added scheduling duty, but stated it would be up to the department to manage the workload. Susan explained that the market for a sign language interpreter is different and is a much harder to fill position. She noted that the current salary range for the Interpreter/Translator Spanish position is slightly above the market midpoint. She also stated that if the position becomes hard to fill or significantly under market, the Personnel Commission could possibly bring it back for a salary adjustment. Gray also noted that new hires can begin at an advanced step if they are highly experienced and the position is hard to fill.

9. PERSONNEL COMMISSION MEETING CALENDAR

Public Comments - None

Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to reschedule the November Personnel Commission meeting to November 4, 2025.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary – *Susan Gray noted there are currently 49 open positions, with a recent uptick in applicants following a lull over the summer.*

B. Vacancy Report

C. Personnel Listing - *The Personnel Listing included data from June and July through August 7th due to no board meetings in July.*

11. CORRESPONDENCE

Public Comments – None

John Baird announced that the CSPCA Conference will be held in San Diego.

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, October 14, 2025 at 3:30 p.m.

13. ADJOURNMENT – 4:45 PM