

San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, June 9, 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 June 9, 2026, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the agenda for the June 9, 2026, Personnel Commission Regular Meeting.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

4. Approval of the Minutes for the May 12, 2026, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the minutes of the May 12, 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 – *Susan Gray announced that Ramon Gomez is the new CSEA representative.*
- 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/Personal Care Assistant - SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 05/07/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item A.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

B. Receptionist

Eligibility List, SR32, Open/Promotional-Dual Certification, updated on 05/07/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item B.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

C. Vehicle & Equipment Mechanic

Eligibility List, SR49, Open/Promotional-Dual Certification, updated on

05/20/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item C.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

D. Instructional Assistant SpEd (Behavior Intervention)

Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 05/26/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item D.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

E. Instructional Assistant SpEd

Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 05/26/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item E.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

F. School Bus Driver

Continuous Filing Eligibility List, SR38, Open/Promotional-Dual Certification, updated on 05/26/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item F.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

G. Instructional/Personal Care Assistant – SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 05/27/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item G.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

H. Nutrition Services Assistant – Floater

Eligibility List, SR26, Open/Promotional-Dual Certification, updated on 05/27/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item H.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

I. Instructional/Personal Care Assistant – SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 06/03/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item I.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

J. Instructional Assistant SpEd

Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 06/04/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item J.

Jeff Charles

John Baird

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 Information Systems Support Analyst, SR52, Promotional Only.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

B. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for Occupational Therapist, SR65, Open/Promotional-Dual Certification.

Jeff Charles

John Baird
Justin Cunningham
Passed with Three Ayes

3. NEW CLASSIFICATION – LEGAL SUPPORT SPECIALIST

Public Comments - None

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to recommend the establishment of a Legal Support Specialist classification with the proposed job description and salary range.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

4. CLASSIFICATION REVIEWS

Public Comments - None

A. SENIOR BUYER

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the proposed revisions to the Senior Buyer job description and proposed salary reallocation.

Commissioner Charles provided minor wording and grammatical revisions and amended the motion to approve the proposed job description and salary reallocation with the minor revisions.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

B. INFORMATION SYSTEMS SUPPORT ANALYST

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the proposed revisions to the Information Systems Support Analyst job description.

Susan Gray clarified that this role involves providing technical direction without supervisory authority.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

5. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary: *Susan Gray noted the increase in Instructional Assistant positions due to a growing need for next school year.*

B. Vacancy Report

C. Personnel Listing

6. CORRESPONDENCE

Public Comments - None

7. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, July 14, 2026 at 3:30 PM.

8. ADJOURNMENT – 4:27 PM