

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

**Regular Meeting Minutes**

3:30 PM, November 4, 2025

**MEETING/OPEN SESSION**

1. Call to Order, Commission Chair  
The meeting was called to order at 3:32 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 November 4, 2025, Personnel Commission Regular Meeting.

*Public Comments - None*

Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve the agenda for the November 4, 2025, Personnel Commission Regular Meeting.

Justin Cunningham  
Jeff Charles  
John Baird

Passed with Three Ayes

4. Approval of the Minutes for the October 14, 2025, Personnel Commission Regular Meeting.

*Public Comments - None*

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the minutes of the October 14, 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 - *None*
- C. Public – *Susan Gray explained changes to the CAC process, where CSEA has decided to handle bargaining directly rather than through the CAC. The new process is currently under negotiation, and once finalized will require an MOU to be approved through the 610 CSEA process and the board.*

**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 an Eligibility List for Translator/Interpreter (Spanish), SR41, Open/Promotional-Dual Certification, updated on 10/09/2025, 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 Network Technician, SR57, Promotional Only, updated on 10/09/2025, 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 Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on

10/21/2025, 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 an Eligibility List for Accounting Assistant, SR40, Open/Promotional-Dual Certification, updated on 10/23/2025, 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 Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 10/24/2025, 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 a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 10/27/2025, 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 a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 10/27/2025, 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 Grounds Maintenance Worker I, SR35, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

John Baird  
Passed with Three Ayes

8. OUT OF CLASSIFICATION REPORT – TRANSPORTATION DISPATCHER

*Public Comment, if any*

Motion by Commissioner CUNNINGHAM second by Commissioner CHARLES, to adopt the findings of the Out of Classification Report for the Transportation Dispatcher.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

*Susan reported that field trip scheduling has been performed by the Transportation Dispatcher classification since at least since 2006. Antonio Perez, Director of Transportation, confirmed this historical practice. Susan explained that the Transportation Dispatcher and Router/Scheduler job descriptions will need to be updated to accurately reflect their respective duties.*

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments - None*

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel Listing

10. CORRESPONDENCE

*Public Comments - None*

11. NEXT PERSONNEL COMMISSION MEETING

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

12. ADJOURNMENT – 4:00 PM