

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

Regular Meeting Minutes

4:15 PM, April 14, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 4:18 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 April 14, 2026, Personnel Commission Regular Meeting.
Public Comments – Susan Gray

Susan informed the Commissioners that Item 1Q is a duplicate of Item 1P so no action is required.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the agenda for the April 14, 2026, Personnel Commission Regular Meeting.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

4. Approval of the Minutes for the March 10, 2026, Personnel Commission Regular Meeting.
Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the minutes of the March 10, 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 - *None*
- B. San Dieguito Union High School District – *Tracy Olander congratulated all classified employees recognized during the Classified Employee of the Year celebration.*
- C. Public – *John Baird suggested bringing forward the topic of “rule of three” and “banding” legislation for discussion at the next meeting.*

ACTION ITEMS (See Supplements)

1. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Revised), SR34, Open/Promotional-Dual Certification, updated on 02/18/2026, individual eligibility valid for six months.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 03/06/2026, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- C. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 03/10/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- D. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve an Eligibility List for Administrative Assistant I, SR38, Open/Promotional-Dual Certification, updated on 03/18/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- E. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 03/18/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- F. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 03/19/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- G. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 03/19/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- H. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve an Eligibility List for Vehicle & Equipment Service Worker, SR41, Open/Promotional-Dual Certification, updated on 03/24/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- I. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve an Eligibility List for Athletic Trainer, SR47, Open/Promotional-Dual Certification, updated on 03/24/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- J. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 03/25/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- K. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 03/27/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- L. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve an Eligibility List for Nutrition Services Assistant – Floater, SR26, Open/Promotional-Dual Certification, updated on 03/30/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- M. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 03/31/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- N. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve an Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated on 04/01/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

O. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 04/06/2026, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

P. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 04/06/2026, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

Q. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 04/06/2026, individual eligibility valid for six months.

Item Q was a duplicate item and no action was taken.

R. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve an Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification, updated on 04/07/2026, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

S. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 04/08/2026, individual eligibility valid for six months.

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 Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification.

John Baird

Jeff Charles

Justin Cunningham
Passed with Three Ayes

3. 2026-2027 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL
 - A. Open Public Hearing
 - B. Call for Public Comment
 - C. Close Public Comment
 - D. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the 2026-2027 Personnel Commission Budget as proposed.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

4. STAFF COMMENTS ON PERSONNEL ACTIVITIES
Public Comments - None
 - A. Vacancy Report Summary: *Susan noted progress in filling Instructional Assistant SpEd positions and administrative roles.*
 - B. Vacancy Report
 - C. Personnel Listing
5. CORRESPONDENCE
Public Comments – None

The Personnel Commission recognized the efforts made toward a successful CSPCA conference, which received positive feedback from CSPCA members.
6. NEXT PERSONNEL COMMISSION MEETING
The next Regular meeting of the Personnel Commission is scheduled for Tuesday, May 12, 2026 at 3:30 PM.
7. ADJOURNMENT – 4:44 PM