

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

Regular Meeting Minutes

3:30 PM, January 13, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 3:30 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 January 13, 2026, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the agenda for the January 13, 2026, Personnel Commission Regular Meeting.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

4. Approval of the Minutes for the December 9, 2025, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the minutes of the December 9, 2025, Personnel Commission Regular Meeting.

John Baird
Jeff Charles
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 - *None*
- 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 BAIRD, to approve an Eligibility List for Grounds Maintenance Worker I, SR35, Open/Promotional-Dual Certification, updated on 12/04/2025, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 12/05/2025, 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 12/15/2025, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

- D. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve an Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, updated on 12/16/2025, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

- E. 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 01/05/2026, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- F. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 01/06/2026, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

- G. 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 01/06/2026, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- H. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/07/2026, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

- I. 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 01/07/2026, 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 Administrative Assistant II, SR 40, Open/Promotional-Dual Certification.

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 Executive Assistant to the Superintendent, Confidential SR2, Open/Promotional-Dual Certification.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- C. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

- D. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for Nutrition Services Assistant – Floater, SR26, Open/Promotional-Dual Certification.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- E. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Vehicle/Equipment Mechanic, SR49, Open/Promotional-Dual Certification.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

- F. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for School Plant Supervisor-Middle School, SR40, Promotional Only.

Jeff Charles
John Baird

Justin Cunningham
Passed with Three Ayes

G. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Executive Assistant, Confidential SR1, Open/Promotional-Dual Certification.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

3. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary: *Susan Gray reported that the district currently has 33 open positions, down from 39, with notable progress in reducing bus driver vacancies to three open positions.*

B. Vacancy Report

C. Personnel Listing

4. CORRESPONDENCE

Public Comments – None

Susan provided an update on the CSPCA Conference which currently has 259 registered attendees, including vendors and sponsors.

5. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, February 10, 2026 at 3:30 PM.

6. ADJOURNMENT – 3:46 PM