

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

**Regular Meeting Minutes**

3:30 PM, February 10, 2026

**MEETING/OPEN SESSION**

1. Call to Order, Commission Chair  
The meeting was called to order at 3:37 PM by Commissioner CUNNINGHAM.

2. Pledge of Allegiance  
Commissioner CUNNINGHAM led the Pledge of Allegiance.

Personnel Commissioners in Attendance

Justin Cunningham  
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 February 10, 2026, Personnel Commission Regular Meeting.

*Public Comments - None*

Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve the agenda for the February 10, 2026, Personnel Commission Regular Meeting.

John Baird

Justin Cunningham

Passed with Two Ayes

4. Approval of the Minutes for the January 13, 2026, Personnel Commission Regular Meeting.

*Public Comments - None*

Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve the minutes of the January 13, 2026, Personnel Commission Regular Meeting.

John Baird

Justin Cunningham

Passed with Two 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 BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 01/09/2026, individual eligibility valid for six months.  
John Baird  
Justin Cunningham  
Passed with Two Ayes
- B. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/12/2026, individual eligibility valid for six months.  
John Baird  
Justin Cunningham  
Passed with Two Ayes
- C. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 01/12/2026, individual eligibility valid for six months.  
John Baird  
Justin Cunningham  
Passed with Two Ayes
- D. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/15/2026, individual eligibility valid for six months.  
John Baird  
Justin Cunningham

Passed with Two Ayes

- E. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/15/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- F. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/20/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- G. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/20/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- H. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Nutrition Services Assistant – Floater, SR26, Open/Promotional-Dual Certification, updated on 01/21/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- I. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 01/22/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- J. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/23/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- K. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual

Certification, updated on 01/23/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- L. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Administrative Assistant II, SR40, Open/Promotional-Dual Certification, updated on 01/26/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- M. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/30/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- N. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/30/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- O. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, updated on 01/30/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- P. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 02/02/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- Q. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Executive Assistant to the Superintendent, Confidential SR2, Open/Promotional-Dual Certification, updated on 02/03/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public Comments - None*

A. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Information Technology Support Technician, SR51, Open/Promotional.

John Baird

Justin Cunningham

Passed with Two Ayes

3. JOB DESCRIPTION REVISION

*Public Comments - None*

1. Administrative Secretary – Bilingual (Spanish)

Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve the revised job description and proposed title change to Administrative Assistant II – Bilingual (Spanish).

John Baird

Justin Cunningham

Passed with Two Ayes

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

4. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments - None*

A. Vacancy Report Summary: *Susan Gray shared that recruitment has been steady with a lot of internal movement. Susan also shared that the Personnel Commission was currently in the nomination process for the classified employee of the year.*

B. Vacancy Report

C. Personnel Listing

5. CORRESPONDENCE

*Public Comments – None*

*Susan noted that 300 attendees are expected at the CSPCA Conference, with many school districts having already paid their registration.*

6. NEXT PERSONNEL COMMISSION MEETING

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

7. ADJOURNMENT – 4:02 PM