

San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, October 14, 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 October 14, 2025, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve the agenda for the October 14, 2025, Personnel Commission Regular Meeting.

Justin Cunningham
Jeff Charles
John Baird

Passed with Three Ayes

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

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the minutes of the September 9, 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 – *John Baird requested an update on the Registrar and Middle School Counseling Secretary job descriptions. Susan Gray informed Baird that she is waiting to receive feedback from the Director of Student Information Systems regarding the revised job descriptions and will likely bring forward the final drafts and compensation review at the December meeting.*

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 a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 09/05/2025, 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 a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated on 09/05/2025, 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/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 09/08/2025, 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 a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 09/09/2025, 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 an Eligibility List for Aquatics Program & Facility Use Supervisor, Supervisory SR11, Open/Promotional-Dual Certification, updated on 09/10/2025, 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 an Eligibility List for Vocational Developer, SR37, Open/Promotional-Dual Certification, updated on 09/12/2025, 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 an Eligibility List for Aquatics Program & Facility Use Supervisor, Supervisory SR11, Open/Promotional-Dual Certification, updated on 09/15/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- H. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification, updated on 09/15/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- I. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 09/19/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- J. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification, updated on 09/22/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- K. 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 09/24/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- L. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility list for Receptionist, SR32, Open/Promotional-Dual Certification, updated on 09/24/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- M. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated on 09/25/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- N. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 09/25/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- O. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 10/03/25, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- P. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 10/08/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

- A. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Accounting Assistant, SR40, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Network Technician, SR57, Promotional Only.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- C. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Translator/Interpreter (Spanish), SR41, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- D. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Registrar, SR40,

Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- E. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Vehicle & Equipment Service Worker, SR41, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

8. CLASSIFICATION REVIEWS

Public Comments - None

A. Job Description Revisions

1. Systems Integration Analyst

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to revise the job description for Systems Integration Analyst as proposed.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

Susan noted that the recent law prohibits requiring a driver's license for positions where driving is not essential. She explained that the current IT position does not require regular driving as it involves primarily virtual work, but that there might be rare instances requiring in-person attendance.

9. PERSONNEL COMMISSION RULES & REGULATIONS

Public Comments - None

Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve the reformatted Personnel Commission Rules and Regulations.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

Susan explained that the changes were primarily formatting updates and number corrections to ensure proper cross-reference. The new document now allows for easier editing and automatic repagination when rule changes are implemented. The commission also discussed archival procedures for the electronic version of the rules, which will be stored in compliance with Ed Code Section 45260C.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary: *Susan reported on the third cohort of bus driver trainees, with four participants.*

B. Vacancy Report

C. Personnel Listing

11. CORRESPONDENCE

Public Comments - None

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, November 4, 2025 at 3:30 p.m.

13. ADJOURNMENT – 4:24 PM