

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

Regular Meeting Agenda

4:00 P.M., October 20, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER Commission Chairperson
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF THE AGENDA
Motion by _____, second by _____, to approve the agenda for the October 20, 2015, Personnel Commission Regular Meeting.
4. APPROVAL OF THE MINUTES
 - A. Motion by _____, second by _____, to approve the minutes for the September 8, 2015, Personnel Commission Regular Meeting.
 - B. Motion by _____, second by _____, to approve the minutes for the September 8, 2015, Personnel Commission Special Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, seconded by _____, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, seconded by _____, to approve an Eligibility List for SECRETARY, SR-36, Open/Promotional, six months eligibility from 9/3/15.
 - B. Motion by _____, seconded by _____, to approve an Eligibility List for NUTRITION ASSISTANT III, SR-29, Open/Promotional-Dual Certification, six months eligibility from 9/03/15.
 - C. Motion by _____, seconded by _____, to approve an Eligibility List for NUTRITION ASSISTANT I, SR-25, Open/Promotional-Dual Certification, six months eligibility from 9/03/15.
 - D. Motion by _____, seconded by _____, to approve an Eligibility List for LEARNING COMMONS TECHNICIAN, SR-40, Open/Promotional-Dual Certification, six months eligibility from 9/14/15.

- E. Motion by _____, seconded by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe), SR-36, Open/Promotional, six months eligibility from 9/17/15.
- F. Motion by _____, seconded by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non severe), SR-34, Open/Promotional-Dual Certification, six months eligibility from 9/17/15.
- G. Motion by _____, seconded by _____, to approve an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Open/Promotional, six months eligibility from 10/01/15.
- H. Motion by _____, seconded by _____, to approve an Eligibility List for SCHOOL BUS ATTENDANT, SR-29, Open/Promotional, six months eligibility from 10/08/15.

7. APPROVAL OF CLASS DESCRIPTION REVISION - SCHOOL BUS ATTENDANT

Motion by _____, seconded by _____, to approve class description revisions for the School Bus Attendant classification as shown in the attached supplements.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Employment Listing

9. CORRESPONDENCE

10. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer it to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association
- B. San Dieguito Union High School District
- C. Public Comments

11. CLOSED SESSION

Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session).

- A. Evaluation Objectives for the Director of Classified Personnel

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 10, 2015, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

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

Regular Meeting Minutes

4:00 P.M., September 8, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 4:17 P.M. by David Holmerud, Commission Chair.
2. Pledge of Allegiance
The pledge of allegiance was led by Commissioner Holmerud.

Members in Attendance

John Baird
David Holmerud
Terry King

Staff in Attendance

Susan Dixon, Director
Jean Welser, Interim Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Carmen Blum
Matt Colwell
Scott Hendries
Debbie Johnson
Tina Peterson

3. Approval of the Agenda for the September 8, 2015, Personnel Commission Regular Meeting.
It was moved by JOHN BAIRD, seconded by TERRY KING, to approve the agenda, for the September 8, 2015, Personnel Commission Regular Meeting. *Motion unanimously carried.*

ACTION ITEMS

4. Approval of the Minutes for the August 11, 2015, Personnel Commission Regular Meeting.
It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the minutes for the August 11, 2015 regular personnel commission meeting.
Motion unanimously carried.
5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list for NUTRITION SERVICES ASSISTANT III SR-29, Open/Promotional-Dual Certification, six months eligibility.
Motion unanimously carried.

- B. It was moved by TERRY KING, seconded by JOHN BAIRD, to establish an eligibility list for INSTRUCTIONAL ASSISTANT SpEd(Severe), SR-36, Open/Promotional, six months eligibility.
Motion unanimously carried.
- C. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list SCHOOL BUS ATTENDANT, SR-36, Open/Promotional-Dual Certification, six months eligibility.
Motion unanimously carried.
- D. It was moved by TERRY KING, seconded by JOHN BAIRD, to establish an eligibility list for ADMINISTRATIVE SECRETARY, SR-36, Open/Promotional, six months eligibility.
Motion unanimously carried.

6. ELIGIBILITY LISTS TO BE APPROVED

It was moved by JOHN BAIRD, seconded by TERRY KING, to approve eligibility lists for five classifications:

- A. ADMINISTRATIVE SECRETARY, SR-40, Promotional Only, six months eligibility from 7/29/15.
- B. INSTRUCTIONAL ASSISTANT SpEd(Non Severe), SR-34, Open/Promotional-Dual Certification, six months eligibility from 8/05/15.
- C. SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 8/06/15.
- D. ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility from 8/13/15.
- E. RECEPTIONIST BILINGUAL (Spanish), SR-33, Open/Promotional-Dual Certification, six months eligibility from 8/24/15.
Motion unanimously carried.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. The Vacant Positions report dated 9/08/15 was submitted.
- B. The Personnel List dated 8/20/15 was submitted as information.
- C. Welcome New Director Dixon
- D. Farewell Interim Director Welser

8. CORRESPONDENCE

None

9. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association – None
- B. San Dieguito Union High School District –Tina Peterson welcomes Susan Dixon, as Director of Classified Personnel.
- C. Public Comments- Scott Hendries thanked Jean Welser for her support as Interim Director of Classified Personnel during the past six weeks.

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled October 20, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

11. CLOSED SESSION

The Commission convened to Closed Session at 4:25 PM to discuss evaluation objectives for the Director of Classified Personnel.

12. ADJOURNMENT

The meeting adjourned at 4:37 PM.

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

Special Meeting Minutes

2:00 PM, September 8, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

SPECIAL MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 1:55 P.M. by John Baird, Commission Chair.

2. Pledge of Allegiance

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird
Terry King

Staff in Attendance

Susan Dixon, Director
Jean Welser, Interim Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Laura August	Debbie Johnson
Carmen Blum	April Llamas
Matt Colwell	Carlos Magana
Alex Guerrero	Tina Peterson
Scott Hendries	Lori Wilson

3. INTRODUCTION STATEMENT

Commissioner Baird read the introductory statement to the group explaining the selection process for the vacant Personnel Commissioner seat.

4. PERSONNEL COMMISSIONER CANDIDATE INTERVIEWS

5. ADJOURNMENT TO CHECK REFERENCES

The Commission adjourned to check references of Personnel Commissioner candidates at 3:04 PM.

6. RECONVENE

The Commission Returned to Open Session at 3:45 PM.

7. REPORT OUT

The Commission discussed the candidates for Personnel Commissioner vacancy. There was no action taken.

8. NEXT PERSONNEL COMMISSION MEETING

It was confirmed the next regular meeting of the Personnel Commission is scheduled for Tuesday, September 8, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

9. ADJOURNMENT

The Special Meeting adjourned at 4:14 PM.

San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional

Secretary

Effective: 09/03/15
Expiration: 3/03/16

blue font = candidates from prev EL, merged with this EL

Promotional

Rank	Applicant ID
1	2794364
2	2695716

Open

Rank	Applicant ID
1	2898504
2	2929921
2	2726254
3	2805127
4	2296507
5	2579180
6	1115922
6	261840
7	2837195
8	1200781
9	2920441
10	2927005
11	2608029
11	2797009
11	2819109
12	2500389

San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional - Dual Certification

Nutrition Services Assistant III

Effective:9/3/15
Expiration:3/3/16

Rank	Applicant ID
1	2820604
2	2917593

San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional - Dual Certification

Effective: 9/03/15
Expiration: 3/03/16

Nutrition Services Assistant I

Rank	Applicant ID
1	2908048
2	2881690

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional - Dual Certification**

**Effective: 9/14/15
Expiration: 3/14/16**

Learning Commons Technician

	Rank	Applicant ID
Open	1	401148
Promo	2	1832658
Open	2	239735
Open	3	2862920
Open	4	165193
Open	5	1408965

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional**

**Effective: 9/17/15
Expiration: 3/17/16**

Instructional Assistant Special Education Severe

	Rank	Applicant ID
Promo	1	2654277
Promo	2	2622675

	Rank	Applicant ID
Open	1	2542860
Open	2	2908982
Open	3	2888655
Open	4	2895972
Open	5	2948277
Open	6	1651435
Open	7	2303402

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional - Dual Certification**

**Effective: 09/17/15
Expiration: 03/17/16**

Instructional Assistant Special Education Non Severe

	Rank	Applicant ID
Open	1	2542860
Open	2	2888655
Open	2	2402636
Open	3	2895972
Open	3	2727464
Open	4	2819003
Open	5	2763073
Open	6	2142203
Open	7	1651435
Open	7	2814134
Open	8	1675874

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional**

Administrative Secretary

**Effective: 10-1-15
Expiration: 4-1-16**

Promotional

Rank	Applicant ID
1	2228409
1	2432743
2	2828541
2	2805550
3	2794364

Open

Rank	Applicant ID
1	2929921
2	1115922
3	2810318
4	2942986
4	2833333
5	993717
6	1108209
7	2231733

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional**

**Effective: 10/08/15
Expiration: 04/08/16**

School Bus Attendant

	Rank	Applicant ID
Promotional	1	2951181
Open	1	1665751
Open	2	1413417
Open	3	2574906

San Dieguito

Union High School District

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Board of Trustees
 Joyce Dalessandro
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Classified Personnel Commission
 John Baird, Commissioner
 David Holmerud, Commissioner
 Terry King, Commissioner
 Susan Dixon, Director

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass, Human Resources Analyst	CLASSIFICATION:	School Bus Attendant
SUBMITTED BY:	Susan Dixon, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	10/06/15	SALARY RANGE:	29
Personnel Commission Meeting Date:		10/20/2015	
Agenda Item:		Classification Revision #7	

Background Information

There is a recruitment in progress for a School Bus Attendant, an entry-level position in the Transportation Department. As part of the recruitment process, the job description is reviewed for accuracy. The job description for School Bus Attendant was last updated on May 21, 1998. The Personnel Commission staff met with Dan Love, Director of Maintenance, Transportation and Operations and Cindy Cruz, Transportation Operations Supervisor, to review and update the job description. There were a few revisions as follows:

In the "Essential Job Functions" section of the job description, no new duties were identified, however, essential functions that School Bus Attendants have always performed were noted or clarified in this section. Standard formatting and language updates were applied (per previous approval by the CAC and the Personnel Commission), including the "Working Environment" section. These updates reflect the physical and environmental conditions associated with this classification, and any education, training, certificates, and clearances required.

Salary Compensation Review

As part of a review of this classification, Personnel Commission staff conducted a salary compensation review.

District	Salary Range	Job Title	Minimum	Maximum
Sweetwater	40	Transportation Attendant	\$14.87	\$18.29
Grossmont	33	Bus Attendant	\$14.83	\$18.82
Oceanside	15	School Bus Attendant	\$14.37	\$19.29
Escondido High	16	Transportation Attendant	\$13.16	\$17.63
Vista	36	Transportation Assistant	\$12.78	\$16.36
Poway	19	Bus Transportation Aide	\$12.72	\$16.27
Ramona	12	Special Education Bus Assistant	\$11.26	\$14.43

Average	\$13.43	\$17.30
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SDUHSD	29	School Bus Attendant	\$14.91	\$18.13
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Sources of Information

Dan Love, Director of Maintenance, Operations, and Transportation
 Cindy Cruz, Transportation Operations Supervisor
 Joint Powers Authority, San Diego County Office of Education
 San Diego County School Districts' Job Descriptions

Recommendation

- 1) It is recommended the School Bus Attendant class description be revised as proposed.
- 2) There is no recommended change to the salary placement of this position.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Carmen Blum, CSEA	Yes	Dan Love, Admin
Yes	Matt Colwell, CSEA	Yes	Rick Mariam, Admin
Yes	Debbie Johnson, CSEA	Absent	Tina Peterson, Admin

SCHOOL BUS ATTENDANT**OVERALL JOB PURPOSE STATEMENT**

Under the direction of the Transportation Operations Supervisor, the job of School Bus Attendant is performed for the purpose of assisting a bus driver in the loading, unloading, care and supervision of special education students.

DISTINGUISHING CHARACTERISTICS

This class is responsible for the loading, unloading, care and supervision of one or more special education students being transported on District buses. The type of assistance and care varies depending on the individualized disabilities of each child, such as assisting with wheelchairs, suctioning, lifting or carrying students.

ESSENTIAL JOB FUNCTIONS

- Assist bus driver in the loading, unloading, care and supervision of special education students.
- Assist special education students entering and exiting buses for the purpose of preventing injury and for securing them to their seats en route.
- Control/monitor unruly, disruptive or seizing students for the purpose of preventing distraction to the driver or injury to themselves or other students/passengers
- Escort special education students to/from therapies or classrooms as directed for the purpose of ensuring their safe arrival.
- Attend to students' personal needs and administer suction procedures as directed and/or basic first aid as necessary or in emergencies for the purpose of maintaining health and well-being of students.
- Assist bus driver for the purpose of cleaning interior of bus.
- Evacuate students from the bus for the purpose of moving them to a safe distance from the scene of an accident.
- Instructs new attendants and substitutes for the purpose of orienting them to the safety and behavior issues typical of their route.
- Prepares reports (e.g., incident reports, passenger misconduct) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Assists in the performance of other job-related duties as assigned.

OTHER JOB FUNCTIONS

- ~~Perform other related duties as assigned for the purpose of contributing to the effectiveness of the work unit.~~

ESSENTIAL JOB REQUIREMENTS—: MINIMUM QUALIFICATIONS**SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED**

SCHOOL BUS ATTENDANT

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE of basic methods of individual supervision; safe driving practices; ~~oral communication skills;~~ approved procedures and techniques involved in supervising students and interpersonal skills using tact, patience and courtesy. ~~Basic First Aid, CPR, and student required care such as suctioning.~~

SKILLS are required to prepare and maintain accurate records, and assist bus driver in loading, securing, and unloading students.

ABILITY to learn and apply basic methods and procedures to be followed in controlling or modifying behavior; understanding and following oral and written instructions; ability to write relevant, understandable and legible reports; cooperate with bus drivers, teachers and parents; communicate effectively in English with students, drivers, teachers, parents, emergency personnel and the public; exercise good judgment and discretion; and establish and maintain effective working relationships with others.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions requires the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom/Occasionally fingering/fine manipulation (completing paper logs or documentation) standing (assisting students on the bus); lifting up to 10 lbs. at shoulder height and up to 25 lbs. at waist height (positioning wheelchair cover over wheelchair ramp) ; carrying up to 25 lbs. up to 20 ft. (handling student backpacks or bags); power/firm grasping; reach above shoulder (assisting students); pushing and pulling student in wheelchair and lifting student as assigned by the position; handling/simple grasping, reach at and below shoulder and using hand controls (assisting students); foot controls (wheelchairs); and walking (escorting students on/off the bus)

Occasionally/Frequently sitting up to four hours while bus is moving

In an emergency situation, the School Bus Attendant must be able to get all students to safety. This may involve lifting, dragging, or carrying a student.

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with students, coworkers and staff. Vision ability to see near, distant, color, depth and peripherally.

SCHOOL BUS ATTENDANT**ENVIRONMENTAL CONDITIONS**

Ability to operate a motor vehicle requiring a California Class C driver's license (may occasionally operate a District van), work near hazardous equipment/machinery, walk on uneven ground when escorting or exiting students to and from the school bus, tolerate exposure to dust, gas, or fumes, vibration, and extremes in temperature and humidity; clean up vomit, blood, or other body fluids; hazards include a variety of road conditions and emergency situations; potential exposure to communicable diseases and contact with bodily fluids; potential for contact with abusive or physically aggressive student behavior.

EXPERIENCE

Experience involving working with students is desirable.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school.

~~Experience involving working with children desirable.~~

CERTIFICATES

~~Licenses and Other Requirements:~~

Valid California Class C driver's license.

GENERAL WORKING CONDITIONS

~~Assisting in the loading and unloading of special education students in the school, assisting in the transporting of special education students.~~

CONTINUING EDUCATION/TRAINING

Basic First Aid, CPR, and student-required care such as suctioning.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANT POSITIONS 10/15/15

Classified Personnel

14 current/pending vacancies in 9 different job classifications

Classes	Count	SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
1	1	LCC	AA042	Administrative Secretary	40	1.00	Selection 10/19/15
2	2	CCA	AD538	Receptionist	40	1.00	Selection 10/23/15
3	3	CCA	AC605	Secretary	40	1.00	Selection 10/16/15
4	4	CC Café	AH534	Nutrition Services Assistant III	19.5	0.49	Selection 11/20/15
5	5	CC Café	AJ074	Nutrition Services Assistant I	19.5	0.49	Continuous recruitment
	6	CV Café	AH037	Nutrition Services Assistant I	12.5	0.31	Continuous recruitment
	7	DG Café	AA231	Nutrition Services Assistant I	12.5	0.31	Continuous recruitment
	8	TP Café	AA254	Nutrition Services Assisant I	17.5	0.44	Continuous recruitment
6	9	TRANS	AJ471	School Bus Driver	20	0.50	Selection early November
	10	TRANS	AA506	School Bus Driver	20	0.50	Selection early November
7	11	LCC	AI723	Instructional Assistant SpEd (Non-Severe)	19.5	0.49	Selection 10/26/15
8	12	DG	AJ965	Inst. Assistant SpEd (Behavior Intervention)	30	0.75	Selection 10/26/15
9	13	SDA	AA348	Health Technician	40	1.00	Selection 11/20/15
	14	LCC	AA346	Health Technician	40	1.00	Selection 11/20/15

REVISED PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Aragon, Nazario**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 08/25/15.
2. **Atchison, David**, Theater Technician, SR41, 100.00% FTE, San Dieguito High School Academy, effective 08/24/15.
3. **Dixon, Susan**, Director of Classified Personnel, G5R2, 100.00% FTE, District Office-Human Resources, effective 09/03/15.
4. **Samuelson, David**, Custodian, SR32, 100.00% FTE, Facilities Department, effective 08/17/15.
5. **Villasenor, Andrea**, Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, effective 08/24/15.
6. **Zamudio, David**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 08/17/15.

Change in Assignment

1. **Becker, Deana**, from Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Oak Crest Middle School to 75.00% FTE, Diegueno Middle School, effective 08/24/15.
2. **Beermann-Young, Ariel**, from Instructional Assistant-SpEd(SH), SR36, 48.75% FTE, Oak Crest Middle School to 75.00% FTE, effective 08/24/15.
3. **LaBeau, Terri**, from Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Torrey Pines High School to 75.00% FTE, Pacific Trails Middle School, effective 08/24/15.
4. **Ngo, Tracy**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School to 43.75% Torrey Pines High School, effective 08/24/15.
5. **Peterson, Allisen**, from Instructional Assistant-SpEd(SH), SR36, 48.75% FTE, La Costa Canyon High School, to 75.00% FTE, effective 08/24/15.
6. **Thompson, Marisa**, from Administrative Secretary, SR40, 48.75% FTE, District Office-Special Education Department, to 75.00% FTE, effective 08/18/15.

Dismissal of Probationary Employee

1. **Employee Number 600-834**, Custodian, SR32, 100.00% FTE, Oak Crest Middle School, effective 09/02/15.

Leave of Absence

1. **Herring Victoria**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, La Costa Canyon High School requests a 100.00% Unpaid Leave of Absence effective 08/24/15 through 01/24/16. Victoria plans to resume her 48.75% assignment on 01/25/16.

Resignation

1. **Anderson, Lara**, Instructional Assistant-SpEd(NS) on Unpaid Leave of Absence, SR34, 48.75% FTE, Earl Warren Middle School, resignation effective 08/14/15.
2. **Jordens-Downs, Nicole**, Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, Torrey Pines High School, resignation effective 07/30/15.
3. **Roy, Neelam**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Coastal Learning Academy, resignation effective 08/13/15.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Benbow, Nancy**, Secretary, SR36, 100.00% FTE, Canyon Crest Academy, effective 09/21/15.
2. **Gonzalez, Maricelia**, Accounting Technician, SR42, 100.00% FTE, District Office-Finance Department, effective 09/15/15.
3. **Luna, Leslie**, Receptionist - Bilingual, SR33, 100.00% FTE, District Office-Adult Education Department, effective 09/15/15.
4. **Price, Nicole**, Secretary, SR36, 100.00% FTE, Torrey Pines High School, effective 09/28/15.

Change in Assignment

1. **Gevargazy, Piere**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, to 37.50% FTE, Oak Crest Middle School, effective 08/25/15.
2. **Ngo, Tracy**, from Nutrition Services Assistant I, SR25, 43.75% FTE, Torrey Pines High School to Secretary, SR36, 48.75%, District Office, effective 10/01/15.

Leave of Absence

Resignation