

**PERSONNEL COMMISSION  
Poway Unified School District  
15250 Avenue of Science  
San Diego, California 92128**

**MINUTES  
Monday, April 3, 2017**

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**A. PRELIMINARY FUNCTIONS**

**1. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:36 p.m., Monday, April 3, 2017, in the Community Room by Chairperson, Margaret Wyatt.

Members Present: Margaret Wyatt, Chairperson  
Darren Keenaghan, Member  
David Little, Member

**2. Welcome to the Public**

Presentation of Classified Employees of the Year:  
Linda Farmer – District Office Classified Employee of the Year  
Bridget Padilla – District-wide Classified Employee of the Year

**3. Approval of the Agenda**

It was moved (Little) seconded (Keenaghan) and carried (3-0) to approve the agenda for the April 3, 2017, Personnel Commission Regular meeting.

**B. STAFF INFORMATION ITEMS AND REPORTS**

The following items were included in the Personnel Commission packet for information.

**1. Communications**

Board Briefs from the March 21, 2017, Board of Education meeting

**2. Operating Budget Report**

**3. Recruitment Status Report**

**4. Report of Testing**

**C. COMMENTS**

**1. Public Comments Pertaining to Non-Agenda Items**

None

**2. Commissioners**

None

**3. Director**

Classification Review Cycle is in full swing. Staff has conducted interviews with classifications in the job families for year 1 of the classification review cycle. Staff continue work on individual review requests that were submitted.

**4. District**

None

**5. Employee Association**

Excited to see the agenda items on today's meeting reflecting the work being done within specific classifications.

**6. Staff**

Year 1 of the Classification Review Cycle is in full swing as interviews and focus groups are being conducted.

**D. CONSENT AGENDA**

**1. Approval of the Regular Meeting Minutes of March 20, 2017**

**2. Ratification of Eligibility Lists (PC 50.100.1 (A)):**

- a) Custodial Supervisor I
- b) Custodial Supervisor II
- c) Instructional Assistant I – Special Education
- d) Instructional Assistant II – Special Education
- e) Computer Resource Assistant
- f) Program Aide – ESS
- g) Bus Transportation Aide
- h) Program Aide – ASES
- i) Instructional Assistant – Physical Education
- j) Food and Nutrition Assistant I
- k) Student Health Care Specialist
- l) Instructional Assistant I – Special Education
- m) Instructional Assistant II – Special Education
- n) Assistant Director of Finance
- o) School Administrative Assistant – Elementary
- p) Office Assistant II
- q) Instructional Assistant – Preschool
- r) Plumber
- s) Program Aide - ESS

**3. Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)**

It was moved (Little) seconded (Keenaghan), and carried (3-0) to approve the consent agenda for the April 3, 2017, Personnel Commission regular meeting.

Roll Call Vote: Wyatt – Aye, Keenaghan – Aye, Little – Aye

**E. ACTION ITEMS**

**1) Classification Review Recommendation: Library Media Series**

**a) Library Media Technician – Elementary (Revision to Class Description, Reallocation)**

It was moved (Little) seconded (Keenaghan), and carried (3-0) to approve the revisions to the class description for Library Media Technician – Elementary as amended.

It was moved (Little) seconded (Keenaghan), and carried (3-0) to approve the salary reallocation of Library Media Technician - Elementary.

**b) Library Media Technician – Secondary (Revision to Class Description, Reallocation)**

It was moved (Little) seconded (Keenaghan), and carried (3-0) to approve the revisions to the class description for Library Media Technician - Secondary as amended.

It was moved (Little) seconded (Keenaghan), and carried (3-0) to approve the salary reallocation of Library Median Technician – Secondary.

**c) Literacy Media Resource Technician (Reclassification of 6 positions)**

It was moved (Little) seconded (Keenaghan), and carried (3-0) to approve the reclassification of six Literacy Media Resource Technician positions.

- 2) **Classification Review Recommendation: Student Services Series**
  - a) **Student Services Specialist – Bilingual (Establish Classification and Salary Allocation, Reclassification)**

It was moved (Little) seconded (Keenaghan), and carried (3-0) to establish the Student Services Specialist - Bilingual classification and recommend the salary allocation to Range 28. It was moved (Keenaghan) seconded (Little) and carried (3-0) to approve the reclassification of Ms. Carmen Aguilar to Student Services Specialist - Bilingual.
  - b) **Student Services Assistant (Revision to Class Description)**

It was moved (Keenaghan) seconded (Little), and carried (3-0) to approve the revisions to the class description for Student Services Assistant.
  - c) **Student Services Specialist (Revision to Class Description)**

It was moved (Little) seconded (Keenaghan), and carried (3-0) to approve the revisions to the class description for Student Services Specialist.
- 3) **Classification Review Recommendation: Parent Liaison Series**
  - a) **Parent Liaison (Revision to Classification Description)**

It was moved (Keenaghan) seconded (Little), and carried (3-0) to approve the revision to the class description for Parent Liaison.
  - b) **Parent and Community Liaison (Establish Classification and Salary Allocation)**

It was moved (Keenaghan) seconded (Little), and carried (3-0) to establish the Parent and Community Liaison classification and recommend the salary allocation of Range 23.
  - c) **Parent and Community Liaison – Bilingual (Revision to Classification Description, Title Change)**

It was moved (Little) seconded (Keenaghan), and carried (3-0) to approve the revision to the class description for Parent and Community Liaison – Bilingual.  
It was moved (Little) seconded (Keenaghan), and carried (3-0) to approve the title change from Parent Liaison – Bilingual to Parent and Community Liaison – Bilingual.
- 4) **Classification Review Recommendation: Finance Administration**
  - a) **Assistant Director of Finance (Revision to Classification Description)**

It was moved (Keenaghan) seconded (Little), and carried (3-0) to approve the revision to the class description for Assistant Director of Finance.
  - b) **Director of Finance (Revision to Classification Description)**

It was moved (Keenaghan) seconded (Little), and carried (3-0) to approve the revision to the class description for Director of Finance.
- 5) **Classification Review Recommendation: Associate Superintendent of Business Support Services (Reallocation)**

It was moved (Little) seconded (Keenaghan), and carried (3-0) to approve the recommendation to reallocate the salary range for Associate Superintendent of Business Support Services as presented.

## **F. DISCUSSION**

### **1. First Reading: Personnel Commission 2017-2018 Budget**

Public hearing and approval at May 1, 2017 meeting.

### **2. Next Personnel Commission Meeting**

The next Personnel Commission meeting is scheduled for Monday, May 1, 2017 at 4:30 p.m.  
Additional meeting considered for April 17, 2017.

## **G. ADJOURNMENT**

The meeting adjourned at 5:34 p.m.