

**Poway Unified School District**  
**PERSONNEL COMMISSION**  
15250 Avenue of Science  
San Diego, CA 92128-3406  
District Office – Community Room East

**MINUTES**  
**Monday, July 10, 2017**

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**A. PRELIMINARY FUNCTIONS**

**1. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:30 p.m., Monday, July 10, 2017, in the Community Room by Vice Chairperson Darren Keenaghan.

Members Present: Darren Keenaghan, Vice Chairperson  
David Little, Member

Members Absent: Margaret Wyatt

**2. Welcome to the Public**

**3. Approval of the Agenda**

It was moved (Little) seconded (Keenaghan) and carried (2-0) to approve the agenda for the July 10, 2017 Personnel Commission regular meeting.

**4. Approval of the Regular Meeting Minutes**

It was moved (Little), seconded (Keenaghan), and carried (2-0) to approve the Minutes from the June 5, 2017 regular Personnel Commission meeting and June 21, 2017 Personnel Commission special meeting.

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

**B. COMMENTS**

There were no comments.

**C. INFORMATION ITEMS AND REPORTS**

**1. Introduction of the Superintendent and Associate Superintendent, BSS**

Due to a scheduling conflict, Dr. Marian Kim-Phelps was unable to attend. Mr. Ron Little was introduced to the Personnel Commission as the new Associate Superintendent of Business Support Services.

**2. District Budget Update – Ron Little, Associate Superintendent Business Support Services**

Budget update presentation – Mr. Little presented the District's budget including updated information regarding the impact and effects of the revised State budget. In light of the fiscal challenges, Mr. Little on behalf of the District, requested the Personnel Commissioners consider suspending compensation studies, freezing all non-critical recruitments, and consider making cuts to the Commission budget in preparation for the 2018/19 budget year. The Personnel Commissioners requested a report from staff on their obligations and duties as it pertains to classification and compensation studies.

**3. Commissioners**

No comments to report as this time.

4. **Director**  
Director Amador provided a status update in filling the vacant HR Specialist position. Director Amador stated staff were reviewing procedures in order to improve efficiency and service.
5. **Employee Association**  
No Comments to report at this time
6. **Staff**  
No Comments to report at this time
7. **Operating Budget**  
The operating budget was presented.
8. **Recruitment Status Report**  
The recruitment status report was presented.
9. **Report of Testing**  
The report of testing was presented.
10. **Communications**  
The Board Briefs from the June 29, 2017, Board of Education meeting were presented.

#### **D. CONSENT AGENDA**

It was moved (Little), seconded (Keenaghan), and carried (2-0) to approve the Consent Agenda for the July 10, 2017 Personnel Commission meeting.  
Roll Call Vote: Little – Aye, Keenaghan – Aye, Wyatt - Absent

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

- a. Payroll Technician
- b. Food and Nutrition Assistant I
- c. Food and Nutrition Assistant II
- d. Lead Custodian
- e. Lifeguard/Swim Instructor
- f. Program Aide – ESS
- g. School Administrative Assistant – High School
- h. Groundskeeper I
- i. Library Media Technician – Secondary
- j. Library Media Technician – Elementary
- k. Instructional Assistant I – Special Education
- l. Instructional Assistant II – Special Education
- m. School Secretary

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

#### **E. ACTION ITEMS**

##### **1. Classification Review Recommendation – Payroll Services**

###### **a. Establish New Classification – Director of Payroll**

It was moved (Little) seconded (Keenaghan) and carried (2-0) to approve the new classification of Director of Payroll and recommend salary placement of range 19 of the Management Salary schedule to the Board of Education.

**b. Reclassification – Payroll Technician**

It was moved (Little) seconded (Keenaghan) and carried (2-0) to approve the reclassification of Payroll Technician Lorrie Larsen to Senior Payroll Technician in accordance with Personnel Commission Rules 30.400.3. A and C.

**F. DISCUSSION**

**1. Next Personnel Commission Meeting**

The next Personnel Commission meeting is scheduled for Monday, August 7, 2017, at 4:30 p.m.

**G. ADJOURNMENT**

The meeting adjourned at 5:13 p.m.