

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

MINUTES
Tuesday, September 5, 2017

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:35 p.m., Tuesday, September 5, 2017, in the Community Room by Chairperson Margaret Wyatt.

Members Present: Margaret Wyatt, Chairperson
Darren Keenaghan, Vice Chairperson – arrived late
David Little, Member

2. Welcome to the Public

3. Approval of the Agenda

It was moved (Little) seconded (Wyatt) and carried (2-0) to approve the agenda for the September 5, 2017 Personnel Commission regular meeting.

Vote: Ayes – Little, Wyatt; Absent – Keenaghan

4. Approval of the Regular Meeting Minutes

It was moved (Little), seconded (Wyatt) and carried (2-0) to approve the minutes from the August 7, 2017 regular Personnel Commission meeting.

Vote: Ayes – Little, Wyatt; Absent – Keenaghan

B. COMMENTS

John Baird from CSPCA spoke about the annual conference in February 2018.

Julie Sowa spoke about her Behavioral Intervention Instructional Assistant reassignment.

Lori Calabrese spoke about her responsibilities and job duties as an Instructional Assistant I - Special Education and salary concerns.

Kathy McConville spoke about the reclassification of Instructional Assistant - ELL and salary study.

Meera Varigonda spoke about a typical day and duties of an Instructional Assistant - ELL.

Yoenda Dornan spoke about the continued need for support from the Personnel Commission.

Cheri Kellhofer spoke about the need for follow-up about the classification study completed for School Administrative Assistant – Elementary.

Parth Domke spoke about the value of her position as Instructional Assistant - ELL.

C. INFORMATION ITEMS AND REPORTS

1. Introductions

Ms. Christy Treese was introduced to the Personnel Commission as the new Human Resources Specialist. Mr. James Jimenez was unable to attend the meeting and will be introduced to the Commission at a future meeting.

2. Commissioners

Commissioner Little clarified the responsibilities of the Personnel Commission regarding accurate and current classifications and salary studies.

3. Director

Director Amador reported that staff are soliciting nominations for Everyday Heroes and Team PUSD recognition. The Board of Education will recognize the Classified Employees of the Year at the September meeting. The Board of Education will consider reappointment of Commissioner Margaret Wyatt at their meeting on September 14, 2017.

4. District

Director of Human Resources, David Hall, thanked all of PUSD for a smooth opening of the 2017-18 school year.

5. Employee Association

There were no comments to report.

6. Staff

There were no comments to report.

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

Board Briefs from the August 10, 2017 Board of Education meeting was presented.

D. CONSENT AGENDA

It was moved (Little), seconded (Keenaghan), and carried (3-0) to approve the Consent Agenda for the September 5, 2017, Personnel Commission meeting.

Vote: Ayes – Keenaghan, Little, and Wyatt

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

- a. Occupational Therapist
- b. Instructional Assistant
- c. Instructional Assistant - Preschool
- d. Electronic Systems Technician
- e. School Administrative Specialist I
- f. Program Aide - ESS

- g. Food and Nutrition Assistant I
- h. Food and Nutrition Assistant II
- i. Instructional Assistant I – Special Education
- j. Instructional Assistant II – Special Education
- k. Assistant Mechanic
- l. Lead Extended Student Services Assistant

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

E. ACTION ITEMS

1. Communications Specialist – Establish New Classification

It was moved (Little), seconded (Keenaghan) and carried (3-0) to approve the new classification of Communications Specialist and recommend to the Board of Education a salary allocation of grade 39 on the Office, Technical, Business Services and Paraprofessional salary schedule.

2. Crossing Guard – Establish New Classification

It was moved (Little), seconded (Keenaghan) and carried (3-0) to approve the new classification of Crossing Guard and recommend to the Board of Education a salary allocation of grade 14 on the Office, Technical, Business Services and Paraprofessional salary schedule.

3. Administrative Assistant II – Reclassification of Susan Graham

It was moved (Keenaghan), seconded (Little) and carried (3-0) to approve the reclassification of Ms. Susan Graham from Administrative Assistant II to Executive Assistant due to reorganization in accordance with Personnel Commission Rule 30.400.3 (C). It was further approved to waive Rule 30.400.2 and allow the reclassification to have retroactive effect as of the date of the reorganization July 1, 2017.

F. DISCUSSION

1. Next Personnel Commission Meeting

The next Personnel Commission meeting is scheduled for Monday, October 2, 2017, at 4:30 p.m.

G. CLOSED SESSION

1. Public Employee Performance Evaluation

The meeting adjourned to closed session at 5:41 p.m. The meeting returned to open session at 6:26 p.m. There was no action taken during closed session.

H. ADJOURNMENT

The meeting adjourned at 6:27 p.m.