

Poway Unified School District
PERSONNEL COMMISSION
REGULAR MEETING AGENDA
March 5, 2018
4:30 p.m.
15250 Avenue of Science
San Diego, CA 92128-3406
District Office – Community Room East

A. PRELIMINARY FUNCTIONS

1. Call to Order
2. Salute to Flag
3. Members in Attendance
4. Welcome to the Public
5. Approval of Agenda
6. Approval of Minutes
 - a. Minutes of the January 16, 2018, Personnel Commission meeting.

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B. COMMENTS

Public Comments pertaining to non-agenda items

Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. The Commissioners may not take any action on items not included in the meeting agenda. If you wish to speak during Public Comment, please submit a speaker slip to staff ahead of the meeting.

C. INFORMATION ITEMS AND REPORTS

1. Classified Employee of the Year:
Michele Cass, Administrative Assistant II, Alternative Programs
Shelley Porter, Library Media Technician – Elementary, Sunset Hills Elementary
2. Commissioners
3. Director
4. District
5. Employee Association
6. Staff
7. Operating Budget Report Page 8
8. Recruitment Status Report Page 10
9. Report of Testing Page 11
10. Communications – Board Briefs from the January 18, 2018 and February 8, 2018
Board of Education meeting. Page 12
Page 15

11. Department presentation: Tim Purvis, Director of Transportation

12. Department presentation: Chad Koster, Director of Facilities, Maintenance, and Operations

D. CONSENT AGENDA

All matters listed under Consent Agenda are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless Commission, audience, or staff request specific items to be removed from the Consent Agenda for separate action.

1. Ratification of Eligibility Lists (PC 50.100.1(A)):
 - a. Safety/Environmental Technician Page 17
 - b. Program Aide – ESS Page 18
 - c. Instructional Assistant I – Special Education Page 24
 - d. Instructional Assistant II – Special Education Page 28
 - e. Risk Management Specialist Page 31
 - f. Program Aide – ESS Page 32
 - g. Program Aide – ASES Page 38
 - h. Instructional Assistant – Preschool Page 39
 - i. General Lifeguard Page 40
 - j. Maintenance Supervisor Page 41
 - k. Instructional Assistant Page 42
 - l. Instructional Assistant I – Special Education Page 43
 - m. Instructional Assistant II – Special Education Page 47
 - n. Food and Nutrition Assistant I Page 50
 - o. Food and Nutrition Assistant II Page 52
 - p. Behavioral Intervention Instructional Assistant Page 53
 - q. Instructional Assistant Page 54
 - r. Instructional Assistant I – Special Education Page 55
 - s. Instructional Assistant II – Special Education Page 59
 - t. Instructional Assistant – English Language Learner Page 63
 - u. Bus Transportation Aide Page 64
 - v. Instructional Assistant – Bilingual Proficient Page 65
 - w. Telecommunications Technician Page 66
2. Ratification of Removal of Names from Eligibility Lists (PC 50.100.6) Page 67

E. ACTION ITEMS

1. Classification Recommendation: Project Manager – Construction (Establish Classification) Page 68
2. Classification Review Cycle Year 1 Recommendations: Page 72
 - a) Facilities Series Page 76
 - b) Grounds Series Page 88
 - c) Maintenance Series Page 128
 - d) Transportation Series Page 168
3. Classification Recommendation: Transportation Fee Coordinator (Revision to Classification Description and Reallocation) Page 269

F. DISCUSSION

1. Next Personnel Commission Meeting – April 2, 2018
2. Proposed meeting date change to April 16, 2018

G. ADJOURNMENT

MEETING OF THE PERSONNEL COMMISSION POWAY UNIFIED SCHOOL DISTRICT

Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.

Addressing the Commission:

There are two ways to address the Commission during the meeting. These are 1) speaking to the Commission regarding an item already on the agenda, and/or 2) speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.

- 1. Items on the Agenda – Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.*
- 2. Items not on the Agenda – Item C (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.*

Placing Items on a Future Agenda

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Commission Director at least five (5) working days before the scheduled meeting date. Items submitted less than five (5) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or agenzized under Public Comment.

Agenda and Agenda Materials

A copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office upon request. Requests may be made via email communication to the Director no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

Assistance/Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission Office at (858) 521-2794. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to

ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Closed Session

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with Law.