

**Poway Unified School District  
PERSONNEL COMMISSION  
REGULAR MEETING AGENDA**

**July 16, 2018**

4:30 p.m.

15250 Avenue of Science  
San Diego, CA 92128-3406  
District Office – Community Room

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**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 June 4, 2018, Personnel Commission meeting.
  - b. Minutes of the July 2, 2018, Personnel Commission special meeting

**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. Staff Introduction: Tania Rowe, Administrative Assistant II
2. Commissioners
3. Director
4. District
5. Employee Association
6. Staff
7. Operating Budget Report
8. Recruitment Status Report
9. Report of Testing
10. Communications – Board Briefs from the June, 5, 2018 and June 28, 2018 Board of Education meeting.

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## **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. Instructional Assistant I – Special Education
  - b. Instructional Assistant II – Special Education
  - c. High School Registrar
  - d. Program Aide – ASES
  - e. Program Aide – ESS
  - f. Program Aide – ASES
  - g. Program Aide – ESS
  - h. Food and Nutrition Assistant I
  - i. Food and Nutrition Assistant II
  - j. Lead ESS Assistant
  - k. Director of Risk Management
  - l. Lifeguard/Swim Instructor
  - m. Program Aide – ESS
  - n. Transportation Fee Coordinator
  - o. Vehicle Maintenance Technician I
  - p. Vehicle Maintenance Technician II
  - q. Crew Chief
  - r. Executive Assistant to the Superintendent II
  - s. Custodian
  - t. Attendance Accounting Assistant I
  - u. Attendance Accounting Assistant II
  - v. Payroll Technician
  - w. Food & Nutrition Dietetic Supervisor
  - x. Food & Nutrition Area Supervisor
  - y. Human Resources Analyst
  - z. Food & Nutrition Supervisor I
  - aa. Food & Nutrition Supervisor II
  - bb. Project Manager Construction
  - cc. School Secretary
  - dd. LAN Administrator
  - ee. Office Specialist
2. Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)

## **E. ACTION ITEMS**

1. Classification Recommendation: Student Services Series (Revision to Classification Description)
2. Classification Recommendation: Campus Security Specialist (Revision to Classification Description)

## **F. DISCUSSION**

1. Special Meeting – August 2, 2018 for the purpose of conducting selection interviews for the Director of Personnel Commission
2. Next Personnel Commission Meeting – August 6, 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.*