

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

**MINUTES**  
**Tuesday, January 16, 2018**

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**A. PRELIMINARY FUNCTIONS**

**1. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:32 p.m., Tuesday, January 16, 2018, in the Community Room by Chairperson Darren Keenaghan.

Members Present: Darren Keenaghan, Chairperson  
Margaret Wyatt, Vice Chairperson (arrived at 4:34 p.m.)  
David Little, Member

**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 January 16, 2018 Personnel Commission regular meeting.

Vote: Ayes - Keenaghan and Little, Absent - Wyatt

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

It was moved (Little), seconded (Keenaghan) and carried (3-0) to approve the minutes from the December 4, 2017, regular Personnel Commission meeting.

Vote: Ayes - Keenaghan, Wyatt and Little

**B. COMMENTS**

1. Daniella Gargaro – Instructional Assistant ELL, Monterey Ridge Elementary School inquiring about the status of the Classification Review of Instructional Assistant English Language Learner. Commissioner Little directed staff to follow up with Ms. Gargaro.

**C. INFORMATION ITEMS AND REPORTS**

**1. Commissioners**

There were no comments to report.

**2. Director**

Testing has been scheduled for all upcoming recruitments through the end of the school year. Staff has participated in career fairs at local colleges. Nominations are being solicited for the Classified Employee of the Year recognition program. Annual CSPCA conference is coming up the first week of February. Changes have been made to the list of comparable districts used as part of the Classification Review Cycle.

**3. District**

There were no comments to report.

4. **Employee Association**  
PSEA presentation by Courtney Davis Martin to provide an overview of the PSEA mission, services, programs and professional learning plan.
5. **Staff**  
There were no comments to report.
6. **Operating Budget**  
The operating budget was presented.
7. **Recruitment Status Report**  
The recruitment status report was presented.
8. **Report of Testing**  
The report of testing was presented.
9. **Communications**  
Board Briefs from the December 14, 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 January 16, 2018, Personnel Commission meeting.

Roll Call Vote: Ayes - Keenaghan, Wyatt, and Little

1. **Ratification of Eligibility Lists (PC 50.100.1 (A)):**
  - a. Senior Lifeguard
  - b. Instructional Assistant I – Special Education
  - c. Instructional Assistant II – Special Education
  - d. Administrative Assistant I
  - e. Attendance Accounting Assistant III
  - f. Lead Middle School ASES Assistant
  - g. Payroll Technician
  - h. Instructional Assistant
  - i. Behavioral Intervention Instructional Assistant
  - j. Instructional Assistant – Preschool
  - k. Health Services Technician
  - l. School Administrative Assistant – Continuation High School
  - m. Program Aide – ASES
  - n. Student Services Assistant
  - o. Heavy Equipment Operator
  - p. Workers Compensation Specialist
2. **Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)**

**E. ACTION ITEMS**

1. **Classification Review Recommendation – Telecommunications Technician (Revisions to class description)**  
It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the revisions to the class description for Telecommunications Technician.  
Vote: Ayes - Keenaghan, Wyatt and Little

**D. Next Personnel Commission Meeting**

The next Personnel Commission meeting is scheduled for Monday, February 5, 2018, at 4:30 p.m.

**F. ADJOURNMENT**

The meeting adjourned at 5:24 p.m.