

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

MINUTES
Monday, March 5, 2018

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:36 p.m., Monday, March 5, 2018, in the Community Room by Vice Chair, Margaret Wyatt.

Members Present: Darren Keenaghan, Chairperson (arrived at 4:38pm)
Margaret Wyatt, Vice Chairperson
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 March 5, 2018 Personnel Commission regular meeting.

Vote: Ayes - Wyatt and Little, 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 January 16, 2018, regular Personnel Commission meeting.

Vote: Ayes - Wyatt and Little, Absent- Keenaghan

B. COMMENTS

C. INFORMATION ITEMS AND REPORTS

1. Presentation

Awards were presented to the 2018 Classified Employees of the Year Michele Cass and Shelley Porter.

2. Commissioners

Commissioner Little spoke about the success of the CSPCA conference giving kudos to Director Amador who was co-chairperson for the event. Commissioner Keenaghan recognized Director Amador for receiving the 2018 ACSA Award, and Human Resources Analyst Jolie Napier-Vea, for being Personnel Support Services' 2017 Classified Employee of the Year.

3. Director

There were no comments to report.

4. District

There were no comments to report.

5. Employee Association

PSEA thanked Personnel Commission staff for all the work they put into completing the Classification Review Cycle Year 1.

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 January 18, 2018 and February 8, 2018, Board of Education meetings were presented.

11. Presentation

Department Overview by Tim Purvis, Director of Transportation

12. Presentation

Department Overview by Chad Koster, Director of Facilities, Maintenance and Operations

D. CONSENT AGENDA

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the Consent Agenda for the March 5, 2018, Personnel Commission meeting.

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

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

- a. Safety/Environmental Technician
- b. Program Aide – ESS
- c. Instructional Assistant I – Special Education
- d. Instructional Assistant II – Special Education
- e. Risk Management Specialist
- f. Program Aide – ESS
- g. Program Aide – ASES
- h. Instructional Assistant – Preschool
- i. General Lifeguard
- j. Maintenance Supervisor
- k. Instructional Assistant
- l. Instructional Assistant I – Special Education
- m. Instructional Assistant II – Special Education
- n. Food and Nutrition Assistant I
- o. Food and Nutrition Assistant II
- p. Behavioral Intervention Instructional Assistant
- q. Instructional Assistant
- r. Instructional Assistant I – Special Education
- s. Instructional Assistant II – Special Education

- t. Instructional Assistant – English Language Learner
- u. Bus Transportation Aide
- v. Instructional Assistant – Bilingual Proficient
- w. Telecommunications Technician

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

E. ACTION ITEMS

1. Classification Recommendation: Project Manager – Construction (Establish Classification)

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve establishing the classification of Project Manager – Construction.

Vote: Ayes - Keenaghan, Wyatt and Little

2. Classification Review Cycle Year 1 Recommendations:

a) Facilities Series

It was moved (Little), seconded (Keenaghan), and carried (3-0) to approve the Facilities series.

Vote: Ayes - Keenaghan, Wyatt, and Little

b) Grounds Series

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the Grounds series.

Vote: Ayes - Keenaghan, Wyatt, and Little

c) Maintenance Series

It was moved (Wyatt), seconded (Little), and carried (3-0) to approve the Maintenance series.

Vote: Ayes - Keenaghan, Wyatt, and Little

d) Transportation Series

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the Transportation series as amended.

Vote: Ayes - Keenaghan, Wyatt, and Little

3. Classification Recommendation: Transportation Fee Coordinator (Revision to Classification Description and Reallocation)

It was moved (Little), seconded (Keenaghan), and carried (3-0) to approve revision to classification description and reallocation for Transportation Fee Coordinator.

Vote: Ayes - Keenaghan, Wyatt, and Little

D. Next Personnel Commission Meeting

The next Personnel Commission meeting is scheduled for Monday, April 16, 2018, at 4:30 p.m.

F. ADJOURNMENT

The meeting adjourned at 5:56 p.m.