

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

MINUTES
Monday, April 16, 2018

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:38 p.m., Monday, April 16, 2018, in the Community Room by Chairperson Darren Keenaghan.

Members Present: Darren Keenaghan, Chairperson
David Little, Member

Members Absent: Margaret Wyatt, Vice Chairperson

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 April 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 (2-0) to approve the minutes from the March 5, 2018, regular Personnel Commission meeting.

Vote: Ayes - Keenaghan and Little, Absent - Wyatt

B. COMMENTS

Public Comments

Tanya Maxwell, Concordia University – Resources are available for scholarships and professional development opportunities.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

There were no comments to report

2. Director

Everyday Heroes and Team PUSD recognitions will be on May 10, 2018 at the Board of Education meeting. Job Fairs are scheduled for Miramar College on April 14th and Palomar College on May 2nd. The review of the Custodial series of Year 1 of the Classification Review Cycle and remaining individual reviews are ongoing. Scheduling has begun for Year 2 cycle reviews.

3. District

Personnel Support Services has seen an increase in workload due to the SERP (Supplemental Early Retirement Plan.)

4. Employee Association

Not in attendance.

5. **Staff**
The Personnel Commission staff has been busy with the high school seniors transitioning program and processing for summer work.
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**
The Board Briefs from the March 8, 2018 Board of Education meeting was presented.

D. CONSENT AGENDA

It was moved (Little), seconded (Keenaghan), and carried (2-0) to approve the Consent Agenda for the April 16, 2018, Personnel Commission meeting.

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

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

- a. Instructional Assistant
- b. Instructional Assistant I – Special Education
- c. Instructional Assistant II – Special Education
- d. Lead Extended Student Services Assistant
- e. Program Aide – ASES
- f. Program Aide – ESS
- g. Custodial Supervisor I
- h. Custodial Supervisor II
- i. Executive Assistant
- j. Instructional Assistant I – Special Education
- k. Instructional Assistant II – Special Education
- l. Maintenance Worker II
- m. Music Assistant
- n. Office Assistant II
- o. Student Health Care Specialist
- p. Program Aide – ASES
- q. Program Aide – ESS
- r. Instructional Assistant – Preschool
- s. Bus Transportation Aide
- t. Behavioral Intervention Instructional Assistant
- u. Instructional Assistant
- v. Instructional Assistant I – Special Education
- w. Instructional Assistant II – Special Education
- x. Bus Driver
- y. Transportation Operations Supervisor
- z. Instructional Assistant I – Special Education
- aa. Instructional Assistant II – Special Education

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

E. ACTION ITEMS

1. Classification Recommendation: ESS Operations Supervisor

It was moved (Little), seconded (Keenaghan), and carried (2-0) to approve the revision to classification description as presented.

Vote: Ayes - Keenaghan and Little, Absent - Wyatt

D. DISCUSSION

1. First Read of the 2018-2019 Personnel Commission Budget

The proposed 2018-2019 Personnel Commission budget was presented as information. The item will be submitted for action at the next Personnel Commission meeting to include an open hearing for members of the public to address the Commissioners related to the budget.

2. Next Personnel Commission Meeting

The next Personnel Commission meeting was confirmed for Monday, May 7, 2018, at 4:30 p.m.

F. ADJOURNMENT

The meeting adjourned at 5:00 p.m.