

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

**MINUTES**  
**Monday, June 4, 2018**

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**A. PRELIMINARY FUNCTIONS**

**1. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:33 p.m., Monday, June 4, 2018, in the Community Room by Commissioner Little.

Members Present:     Darren Keenaghan, Chairperson (arrived 4:43)  
                              Margaret Wyatt, Vice Chairperson  
                              David Little, Member

**2. Welcome to the Public**

**3. Approval of the Agenda**

It was moved (Wyatt), seconded (Little), and carried (2-0) to approve the agenda for the June 4, 2018 Personnel Commission regular meeting as amended.

Vote: Ayes - Little and Wyatt, Absent - Keenaghan

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

It was moved (Wyatt), seconded (Little) and carried (2-0) to approve the minutes from the May 7, 2018, regular Personnel Commission meeting.

Vote: Ayes - Little and Wyatt, Absent - Keenaghan

**B. COMMENTS**

**C. INFORMATION ITEMS AND REPORTS**

**1. Commissioners**

There were no comments to report

**2. Director**

Personnel Commission staff are working hard to complete end of the year recruitments.

**3. District**

Associate Superintendent, James Jimenez thanked the Personnel Commission staff for their work in recruiting for classified positions. Mr. Jimenez shared that the Board of Education will be having a special meeting this month where the LCAP will be presented for first review. He also shared that the negotiations with PSEA Unit 1 & 2 had concluded with a tentative agreement.

**4. Employee Association**

There were no comments to report.

**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**

The Board Briefs from the May 10, 2018 Board of Education meeting was presented.

**D. CONSENT AGENDA**

It was moved (Wyatt), seconded (Little), and carried (3-0) to approve the Consent Agenda for the June 4, 2018, Personnel Commission meeting.

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

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

- a. School Administrative Assistant – Elementary
- b. Program Aide – ASES
- c. Program Aide – ESS
- d. Assistant Director of Transportation
- e. Instructional Assistant – Preschool
- f. School Administrative Assistant – High School
- g. Instructional Assistant – Physical Education
- h. Project Manager – Construction
- i. Program Aide – ESS
- j. Extended Student Services ( ESS ) Operations Supervisor
- k. Occupational Therapist
- l. Student Health Care Specialist

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

**E. ACTION ITEMS**

**1. Classification Recommendation: Director of Risk Management (Revision to Classification Description)**

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the revision to the classification description.

Vote: Ayes – Keenaghan, Little and Wyatt

**2. Classification Recommendation: Human Resources Analyst (Revision to Classification Description)**

It was moved (Wyatt), seconded (Little), and carried (3-0) to approve the revision to the classification description.

Vote: Ayes – Keenaghan, Little and Wyatt

**3. Classification Recommendation: Project Manager – Construction (Revision to Classification Description)**

It was moved (Wyatt), seconded (Keenaghan), and carried (3-0) to approve the revision to the classification description.

Vote: Ayes – Keenaghan, Little and Wyatt

**F. DISCUSSION**

**1. Next Personnel Commission Meeting**

The next Personnel Commission meeting is scheduled for Monday, July 9, 2018, at 4:30 p.m.

**G. ADJOURNMENT**

The meeting adjourned at 4:51 p.m.