

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

MINUTES
Monday, July 16, 2018

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:32 p.m., Monday, July 16, 2018, in the Community Room by Vice Chairperson Margaret Wyatt.

Members Present: 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 July 16, 2018 Personnel Commission regular meeting.

Vote: Ayes – Little and Wyatt, 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 June 4, 2018, regular Personnel Commission meeting.

Vote: Ayes – Little and Wyatt, Absent – Keenaghan

5. Approval of the Special Meeting Minutes

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

Vote: Ayes – Little and Wyatt, Absent - Keenaghan

B. COMMENTS

C. INFORMATION ITEMS AND REPORTS

1. Staff Introduction: Tania Rowe, Administrative Assistant II was introduced by Corrie Amador, replacement for Gigi Lenz.

2. Commissioners

There were no comments to report.

3. Director

Resignation of Director Amador noted. The recruitment posting will close July 23, 2018 and the Personnel Commission will conduct interviews at a Special Personnel Commission Meeting to be held on August 2, 2018. The interviews will be conducted in closed session.

4. District

Sandra Huevo, Director, Human Resources thanked Director Amador for her service.

5. Employee Association

Courtney Martin, Association President for PSEA thanked Director Amador for her service, and commented that under Director Amador's leadership the Personnel Commission has been re-established as a neutral party for both the District and employees.

6. Staff

There were no comments to report.

7. Operating Budget

The operating budget finalizing the budget for the 2017-18 school year was presented. The budget ended with a positive balance. Director Amador recommended utilizing available funds for increased staff training in the upcoming year.

8. Recruitment Status Report

The recruitment status report was presented. Director Amador commented on the high volume of recruitments that have been processed over the past few months, the large number of vacancies that were filled, as well as staff's work to establish eligibility lists for the critical needs positions and those expiring in the near future.

9. Report of Testing

The report of testing was presented.

10. Communications

Board Briefs from the June, 5, 2018 and June 28, 2018, Board of Education meeting was presented. Director Amador noted the five PUSD LCAP goals stated in the June 5th Board Briefs and highlighted the District's intent to implement recommendations from the Special Education Advisory Committee towards least restrictive environment, which may affect staffing models. The District's intent to increase security at the middle schools by adding Campus Supervisors was also noted.

D. CONSENT AGENDA

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

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

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)

Discussion:

PSEA President, Courtney Martin, requested formally that the Commission place this item on hold until a salary study can be conducted. PSEA stated that duties of this position (and others) has evolved significantly, and salary increases have not been implemented with these changes.

Director Amador reported that proposed revisions would provide applicants with a clear understanding of the duties, and there were no added duties in the proposed revisions.

The Commission approved the revisions for the purpose of recruitment, but noted necessary edits. The Commission directed staff to conduct an individual review of the three classifications: Student Services Assistant, Student Services Specialist, and Student Services Specialist Bilingual.

The Commission inquired about the timeline for the Board of Education to take action on the salary recommendations approved by the Personnel Commission in March 2018. The Commission directed staff to obtain an opinion regarding the requirement of the Board of Education to take action on a recommendation approved by the Commission.

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

Ayes – Little and Wyatt, Absent – Keenaghan

2. Classification Recommendation: Campus Security Specialist (revision to Classification Description)

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

Ayes – Little and Wyatt, Absent – Keenaghan

F. DISCUSSION

1. Special Meeting – August 2, 2018 at 8:00 a.m. for the purpose of conducting selection interviews for the Director of Personnel Commission. Instruction provided to Director of

Personnel Commission to invite a Union Representative and a District Representative to this meeting to observe and provide feedback.

2. Next Personnel Commission Meeting – August 6, 2018

F. ADJOURNMENT

The meeting adjourned at 5:16 p.m.