

**Poway Unified School District
PERSONNEL COMMISSION**

15250 Avenue of Science
San Diego, CA 92128-3406
District Office – Community Room

**MINUTES
Monday, August 6, 2018**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:48 p.m., Monday, August 6, 2018, in the Community Room by Chairperson Darren Keenaghan.

Members Present: Darren Keenaghan, Chairperson
 Margaret Wyatt, Vice Chairperson
 David Little, Member

2. Welcome to the Public

3. Approval of Agenda

It was moved (Little) seconded (Wyatt) and carried (3-0) to approve the agenda for the August 6, 2018 Personnel Commission regular meeting.

Vote: Ayes - Keenaghan, Wyatt and Little

4. Approval of Minutes

It was moved (Little), seconded (Wyatt) and carried (3-0) to approve the minutes from the July 16, 2018, regular Personnel Commission meeting.

Vote: Ayes - Keenaghan, Wyatt and Little

B. COMMENTS

There were no comments

C. INFORMATION ITEMS AND REPORTS

1. Staff Introduction: Suzette Hunter – New Human Resources Analyst was introduced by Interim Director Labib-Wood and HR Analyst J. Kennington. (replacement for Jolie Napier-Vea)

2. Commissioners

There were no comments to report

3. Director

There were no comments to report

4. District

James Jimenez, Associate Superintendent, provided updates regarding:

- a. Instructional Leadership Conference to prepare for returning staff
- b. Welcome to Suzette Hunter, Human Resources Analyst
- c. Welcome to Director Rick Labib-Wood serving as interim Director of Personnel Commission and gratitude extended to the Personnel Commission

Board for their time and selection of the new Director of Personnel Commission.

5. **Employee Association**

There were no comments to report

6. **Staff**

There were no comments to report

7. **Operating Budget Report**

There were no changes to report

8. **Recruitment Status Report**

The recruitment status report was presented.

9. **Report of Testing**

The report of testing was presented.

10. **Communications**

There were no comments to report

D. CONSENT AGENDA

It was moved (Wyatt), seconded (Little), and carried (3-0) to approve the Consent Agenda for the August 6, 2018, Personnel Commission meeting.

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

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

- a. Instructional Assistant I – Special Education
- b. Instructional Assistant II – Special Education
- c. Bus Transportation Aide
- d. Athletic Trainer
- e. Program Aide – ESS (expiration date July 2, 2019)
- f. Program Aide – ESS (expiration date July 20, 2019)
- g. Food and Nutrition Assistant III
- h. Food and Nutrition Area Supervisor
- i. Administrative Assistant II
- j. Office Specialist

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

3. **Termination of Eligibility List – Assistant Director of Transportation (Personnel Commission 40.200.6 A (1) – change to minimum qualifications**

E. ACTION ITEMS

1. **Classification Recommendation: Assistant Director of Transportation**

(Revision to Classification Description)

Moved (Little), seconded (Wyatt) to approve the revisions to the class description of Assistant Director of Transportation. Tim Purvis, Director of Transportation provided background and information relating to requested changes. Due to growth of district and the length of time the position was held by former incumbent,

revisions were needed to increase minimum qualifying measures in order to find qualified candidates for the position.

Vote: Ayes – Keenaghan, Little and Wyatt

2. **Classification Recommendation: Executive Assistant to the Associate Superintendent** (Revision to Classification Description)

Moved (Little), seconded (Wyatt) to approve the revisions to the class description of Executive Assistant to the Associate Superintendent as amended to include the Executive Assistant to the Assistant Superintendent in the job class. The Commission inquired if this was a new position being created. Clarifications provided by James Jimenez, Associate Superintendent, that a new Assistant Superintendent position was created and that the additional position was similar in administrative structure to the Associate Superintendent's offices.

Vote: Ayes – Keenaghan, Little and Wyatt

3. **Approval of Attorney Agreement 2018-2019 with Adams, Silva, and McNally LLP**

Moved (Little), seconded (Wyatt) to approve the Attorney Agreement 2018-2019 with Adams, Silva, and McNally LLP. Director Labib-Wood provided background information regarding obtaining independent legal advice on having topics brought to Board of Education agenda in a timely manner. The Commission encouraged staff to prepare succinct questions in writing prior to advising with attorneys and inquired if they could review questions prior to attorney submission. Director Labib-Wood stated that this can be done via separate email to each Commissioner for their separate review and no discussion among themselves outside of a meeting without violation of the Brown Act.

Vote: Ayes – Keenaghan, Little and Wyatt

4. **Appeal of Examination Process – Food and Nutrition Area Supervisor**

Moved (Little), seconded (Wyatt) to decline the Appeal of Examination Process – Food and Nutrition Area Supervisor. Director Labib-Wood advised the Personnel Commission Board that this action item was placed on the agenda at the request of individual via email conversations. It was determined that the appellant was aware of the Board meeting time but was unable to attend this meeting. The topic was open to the public to speak on the appellant's behalf. One member of the public in attendance experienced satisfaction with the process. With no additional comments offered, the Commission made a motion to deny the appeal and continue with the hiring process for this position.

Vote: Ayes – Keenaghan, Little and Wyatt

F. DISCUSSION

1. **Next Personnel Commission Meeting** moved from Tuesday September 4, 2018 to Monday, September 10, 2018. Future meetings to begin at 4:45 unless otherwise noted.

G. CLOSED SESSION .

There were no Closed Session items to report

H. ADJOURNMENT

The meeting adjourned at 5:20 p.m.