

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

MINUTES

Monday, September 10, 2018

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:47 p.m., Monday, September 10, 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 the Agenda

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the agenda for the September 10, 2018 Personnel Commission regular meeting.

Vote: Ayes - Keenaghan, Wyatt and Little

4. Approval of the Regular Meeting Minutes

It was moved (Little), seconded (Wyatt) and carried (2-0) to approve the minutes from the August 6, 2018, regular Personnel Commission meeting.

Vote: Ayes - Keenaghan, Wyatt and Little

B. COMMENTS

C. INFORMATION ITEMS AND REPORTS

1. Staff Introduction: Casie Martinez, Director, Personnel Commission

On behalf of the Commission, Chairperson Darren Keenaghan welcomed Casie Martinez, Director of Personnel Commission for Poway Unified School District, who came to PUSD from Cajon Valley Union School District and has experience in the Chula Vista Elementary School District prior. We are lucky to have her and look forward to working with her.

2. Commissioners

There were no comments to report.

3. Director

The 2017-18 Personnel Commission Annual Report to be presented at the October 1, 2018 Personnel Commission Meeting.

4. District

There were no comments to report.

5. Employee Association

PSEA is avidly planning for PUSD's Professional Growth Day by offering over 26 courses for employees on September 28, 2018. The day will start with to a back to school welcome kickoff presentation, including a message from Superintendent Marion Phelps. We have a newly added class, "Preparing for your promotion," taught by our new Director of Personnel Commission, Casie Martinez.

The turnover rate has doubled for classified staff recently. PSEA is working with Personnel Commission by having our Professional Learning Coordinator attend New Employee Orientation meetings to provide learning opportunities, advise on mentor program, provide information on what to expect regarding evaluations where to find help, and professional growth paths available

PSEA President Martin thanked the Commissioners for reaching out to a third party Legal team to look into classification reviews and status and next steps course of action. Classification reviews were approved by Personnel Commission in March but have not yet been placed on PUSD board meeting agenda to date. PSEA and PSEA President Martin are looking forward to hearing what next steps will be.

Commissioner Little congratulated PSEA for proactive stance in trying to reduce the number of new people leaving. The first month is a critical timeframe in the retention of new employees by welcoming them and showing them the opportunities that they have available.

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 August 9, 2018, Board of Education meetings were presented.

Noted that CSPCA's Merit Academy will be hosted at PUSD District Office in January through May of 2019.

D. CONSENT AGENDA

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the Consent Agenda for the September 10, 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 - Physical Education
- b. Instructional Assistant - Preschool
- c. Campus Security Specialist

- d. Crossing Guard
- e. Department Operations Technician
- f. School Administration Assistant
- g. Student Services Specialist
- h. Data and Assessment Technician
- i. Executive Assistant to Associate-Assistant Superintendent
- j. Lead ESS Assistant
- k. Program Aide ASES
- l. Program Aide ESS (8-10-18)
- m. Program Aide ESS (8-27-18)
- n. Student Services Assistant

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

E. ACTION ITEMS

1. Update of Attorney Agreement 2018-2019 with Adams, Silva, and McNally, LLP

It was moved (Little), seconded (Keenaghan), and carried (3-0) to approve the new Director of Personnel Casie Martinez, to sign and continue proceedings with the attorney agreement arrangements with Adams, Silva and McNally started by Interim Director of Personnel, Rick Labib-Wood.

Vote: Ayes - Keenaghan, Wyatt and Little

2. Classification Recommendation: Assistant Director of Facilities, Maintenance and Operations (Revision to Classification Description)

It was moved (Little), seconded (Keenaghan), and carried (3-0) to approve establishing the classification of Assistant Director of Facilities, Maintenance and Operations.

This is a revision to classification description in anticipation for recruitment of this position, due the recent creation of position, Project Manager Construction. Updates made to duties, knowledge and abilities statements to reflect removal of adjusted responsibilities and activities associated with the new classification.

Vote: Ayes - Keenaghan, Wyatt and Little

F. DISCUSSION

1. Appointment of Commissioner (Joint Appointee)

All Personnel Commissioner appointments are for three year terms. This year, on December 1, the term of the Joint Appointee (Darren Keenaghan) is up for appointment. According to the Personnel Commission Rules and Regulations, Section 20.100.4 (C), “when a term of the Commissioner’s appointee expires on December 1, the Commission shall present and discuss the name of its intended appointee at a regular meeting of the Commission to be held in September.”

Margaret Wyatt and David Little indicated that they would like to reappoint Darren Keenaghan as the Joint Appointee. This item will be brought to the next Personnel Commission meeting as an action item.

2. Next Personnel Commission Meeting – October 1, 2018 at 4:45

G. ADJOURNMENT

The meeting adjourned at 5:01 p.m.