

**Poway Unified School District  
PERSONNEL COMMISSION**

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

**MINUTES  
Monday, October 1, 2018**

---

**A. PRELIMINARY FUNCTIONS**

**1. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:45 p.m., Monday, October 1, 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 October 1, 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 September 10, 2018, regular meeting.

Vote: Ayes - Keenaghan, Wyatt and Little

**B. COMMENTS**

There were no comments.

**C. INFORMATION ITEMS AND REPORTS**

**1. Commissioners**

The Commissioners received a response from the attorney firm Adams, Silva, and McNally LLP. Commissioner Little made a motion to put on the November 5, 2018, agenda during the discussion section of today's agenda.

**2. Director**

Director Martinez commented that the recent Professional Growth Day was an amazing opportunity for our Classified Staff members to learn and attend classes. Director Martinez taught two classes during Professional Growth Day, Preparing for your Promotion and Interviewing Skills. Director Martinez received positive feedback from several attendees. The Commissioners commented on Director Martinez's outstanding interview skills for the Director of Personnel position.

Commissioner Wyatt had a few inquiries regarding Professional Growth, and the Miramar Job Fair. Director Martinez was able to respond to the inquiries and relayed her appreciation for the suggestions provided.

Team PUSD and Everyday Heroes nominations for names is due on Friday. The month of October will be working on selections and preparation of names will be made for the next upcoming Personnel Commission Meeting.

3. **District**

David Hall, Director, Human Resources, provided history on the increasing involvement by both PSEA and the joint district and union committee in planning activities for classified staff members during Professional Growth Day. The current program offered is much more relevant and engaging. He further stated that the district has embraced that it expectation for Professional Growth involvement for both Certificated and Classified staff.

Commissioner Little informed all attendees that at a recent CSPCA conference, PUSD offered a presentation on our programs which serves as a role model for Districts all over the state.

4. **Employee Association**

Lorie Sherman, Interim Professional Growth Coordinator, PSEA, was filling in for Courtney Martin Davis, PSEA President. Lorie complimented courses taught by Director Martinez and commented on the success of Professional Growth Day for our Classified staff.

5. **Staff**

There were no comments to report.

6. **Operating Budget Report**

The Operating Budget Report was included with nothing noteworthy to report

7. **Recruitment Status Report**

The Recruitment Status Report was included with nothing noteworthy to report

8. **Report of Testing**

The Report of Testing was included with nothing noteworthy to report

9. **Communications** - Board Briefs from the September 13, 2018, Board of Education meeting was included with nothing noteworthy to report.

---

## **D. CONSENT AGENDA**

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the Consent Agenda for the October 1, 2018, Personnel Commission meeting.

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

1. Ratification of Eligibility Lists (PC 50.100.1(A)):
  1. Instructional Assistant – Preschool
  2. Food and Nutrition Delivery Driver
  3. Crossing Guard
  4. Program Aide – ESS
  5. Instructional Assistant I – Special Education
  6. Instructional Assistant II – Special Education
  7. Instructional Assistant – Physical Education
  8. Instructional Assistant
  9. Music Assistant
  10. Assistant Director of Facilities, Maintenance and Operations
  11. Payroll Technician
  12. Program Aide – ESS
  13. Campus Security Specialist
  14. Senior Lifeguard
  15. Administrative Assistant II Confidential
  16. Assistant Director of Transportation
  
2. Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)

## **E. ACTION ITEMS**

1. **Approval of the 2017-2018 Annual Report for Submission to the Board of Education.**

### **Discussion:**

Director Martinez noted that for 2014-15 and 2015-16 term, the Annual Report followed the calendar year, for the 16-17 term, it was modified to cover from January 2016 through June 2017. The 2017-18 Annual Report follows the actual fiscal year and the fiscal year reporting will continue to be fiscal year going forward. Commissioner Little inquired and Director Martinez confirmed for the Commissioners that the increases in salary provided to all classified employees on July 1, 2018, is included in the current budget.

It was moved (Little), seconded (Keenaghan), and carried (3-0) to approve the 2017-2018 Annual Report.

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

2. **Reappointment of Personnel Commissioner – Joint Appointee**

### **Discussion:**

Commissioner Darren Keenaghan started the discussion by stating that while at the last meeting he was prepared to accept another three-year term as Joint Appointee. Subsequently, his job situation has changed which will make him unable to accept

another term. He confirmed that he will be able to fulfill his current obligation through December of this year. He thanked everyone for the experience and the welcome that he received while serving his term.

In order to facilitate the transition of appointing a new Joint Appointee, the Commissioners discussed Darren Keenaghan accepting the re-appointment at this time, with the knowledge that he would not serve the full term. Commissioner Keenaghan agreed that he would be willing to do anything he could to assist the Commission.

It was clarified for the public by Commissioner Little that the Joint Appointee is the position that is selected by agreement of both Commissioner Wyatt and Commissioner Little. Commissioner Little solicited anyone interested in serving in this role to send their resume to Director Martinez. Requirements for the position are; the candidate must be a resident of the school district, must be a registered voter, and must be a known adherent to the principal of the Merit System. The candidate cannot be an employee of the school district, member of the school board, nor be a member of the county board of education. A job posting is not being requested at this time.

#### **F. DISCUSSION**

1. Next Personnel Commission Meeting – November 5, 2018, at 4:45 p.m.
2. Commissioner Little directed staff to put on the next month's agenda, a discussion item regarding the salary recommendation that was made to the PUSD Board of Education that has not yet been presented to the Board. The discussion will focus on further steps that the Commission may take. Once on the agenda, it can be discussed with the general public and then a motion to action can be made.

#### **G. CLOSED SESSION**

There were no Closed Session items to report

#### **H. ADJOURNMENT**

The meeting adjourned at 5:06 p.m.