

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
Monday, November 5, 2018**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:05 p.m., Monday, November 5, 2018, in the Community Room by Chairperson Darren Keenaghan.

Members Present: Darren Keenaghan, Chairperson
 David Little, Member

Member Absent: Margaret Wyatt, Member

2. Welcome to the Public

3. Approval of Agenda

It was moved (Little), seconded (Keenaghan), and carried (2-0) to approve the agenda for the November 5, 2018, Personnel Commission regular meeting.

Vote: Ayes - Keenaghan and Little, Absent - Wyatt

4. Approval of Minutes

It was moved (Little), seconded (Keenaghan), and carried (2-0) to approve the minutes from the October 1, 2018, regular meeting.

Vote: Ayes - Keenaghan and Little, Absent – Wyatt

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

Commissioner Little noted that the Board of Education for Poway Unified School District approved the salary reallocations for classifications identified as part of year one of the Classification Review Cycle at the October 11, 2018, Board Meeting.

2. Director

Director Martinez invited the Commissioners to attend the November 8, 2018, Board of Education meeting where the Everyday Heroes and Team PUSD awards for Fall 2018 will be presented.

Director Martinez advised that she is working with the PSEA to apply for professional growth reimbursement for attendance by the Personnel Commission staff to attend both Merit Academy and WRIPAC training in 2019.

Director Martinez also noted the upcoming holidays in November, Veteran's Day on November 12, and Thanksgiving break, November 21-23, with school sites being closed November 19-23.

3. District

There were no comments to report.

4. Employee Association

President Courtney Martin relayed her gratitude to the Personnel Commission staff and Commissioners for their work in the approval of the salary reallocations for year one of the Classification Review Cycle by the Board of Education. Commissioner Little was thanked for his speech on behalf of this measure during the October 11th meeting.

President Martin noted that the PSEA Holiday Party is scheduled for Friday, December 7th, at Koi Zen Cellars. She extended the invitation to attend to the Commissioners.

5. Staff

Suzette Hunter, Human Resource Analyst, spoke on the success at the recently attended Job Fair at Miramar College. The event was well attended with 25 vendors, 2 schools, and connections with over 50 students, promoting open positions available at PUSD, primarily Program Aide ESS/ASES.

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 October 11, 2018, Board of Education meeting was included with nothing noteworthy to report.

D. CONSENT AGENDA

It was moved (Little), seconded (Keenaghan), and carried (2-0) to approve the Consent Agenda for the October 1, 2018, Personnel Commission meeting.

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

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

- a. Executive Assistant
- b. Painter
- c. Food and Nutrition Assistant I
- d. Food and Nutrition Assistant II
- e. Occupational Therapist 10-2-2018
- f. Occupational Therapist 10-5-2018
- g. Workers Compensation Specialist
- h. LAN Administrator

- i. Instructional Assistant – Preschool
- j. Program Aide – ESS
- k. Instructional Assistant – Special Education I
- l. Instructional Assistant – Special Education II
- m. Food and Nutrition Assistant I
- n. Lead Custodian
- o. Instructional Assistant – ELL
- p. Transportation Assistant Scheduler
- q. Program Aide – ESS
- r. Bus Transportation Aide
- s. Instructional Assistant – Vocational Education – Screen Printing
- t. Instructional Assistant – Vocational Education – Agriculture

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

E. ACTION ITEMS

1. Classification Recommendation: Noon Duty Assistant (Establish New Classification)

It was moved (Little), seconded (Keenaghan), and carried (2-0) to establish the Noon Duty Assistant classification.

Vote: Ayes - Keenaghan and Little, Absent – Wyatt

2. Classification Recommendation: Systems Administrator (Revision to Classification Description)

It was moved (Keenaghan), seconded (Little) and carried (2-0) to approve the revision to the classification of Systems Administrator.

Vote: Ayes – Keenaghan and Little, Absent – Wyatt

3. Classification Recommendation: Finance Manager (Establish New Classification)

It was moved (Little), seconded (Keenaghan), and carried (2-0) to establish the Finance Manager classification.

Vote: Ayes - Keenaghan and Little, Absent – Wyatt

F. DISCUSSION

1. Proposed Personnel Commission meeting dates for 2019

Accepted as presented.

2. Update on Salary Recommendations made to PUSD Board of Education for the Review Cycle Year 1 approved by the Personnel Commission Board on March 5, 2018.

Commissioner Little noted that, since the Board of Education approved the recommendations, no further discussions were necessary.

3. Next Personnel Commission Meeting – December 3, 2018

G. ADJOURNMENT