

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
Monday, December 3, 2018**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:52 p.m., Monday, December 3, 2018, in the Community Room by Member David Little.

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

Member Absent: Darren Keenaghan, Chairperson

2. Welcome to the Public

3. Approval of Agenda

It was moved (Wyatt), seconded (Little), and carried (2-0) to approve the agenda for the December 3, 2018, Personnel Commission regular meeting.

Vote: Ayes - Wyatt and Little, Absent - Keenaghan

4. Approval of Minutes

It was moved (Wyatt), seconded (Little), and carried (2-0) to approve the minutes from the November 5, 2018, regular meeting.

Vote: Ayes - Wyatt and Little, Absent – Keenaghan

5. Oath of Office

Darren Keenaghan was not present at the meeting to take the Oath of Office.

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

There were no comments to report.

2. Director

Director Martinez advised that notices have been sent out for Classified Employee of the Year. Nominations are due back to the Personnel Commission Office by January 31st. Classified Employee of the Year will be presented at the March 4, 2019 Personnel Commission meeting. PSEA President, Courtney Martin Davis, will be on the selection panel for this award.

Director Martinez informed the Commission of a training session next Friday that she is attending with Los Angeles and Orange County Directors on Classification

Studies. She is looking forward to seeing how other Districts do their Classification Studies and will be looking for tips on how best to proceed with our District's Classification Studies.

3. District

Director Martinez introduced the District Representative, Brian Morris, Director of Human Resources. Director Morris clarified that he is replacing David Hall, who is retiring this month. Director Morris explained that school sites and departments are divided between himself and Director Sandra Huevo.

Disciplinary actions are handled by the two HR Directors. It was further noted that Director Martinez may refer concerns to the HR Directors, and once informed, the HR Directors work closely with the PSEA and the employee to find a resolution. It was clarified by Commission Little, that should an issue not be resolved, employees have the right to appeal any decision to the Personnel Commission Board.

Commission Wyatt noted that she has not seen an appeal filed during her term as Commissioner. Director Morris stated that they do work hard to offer training opportunities, job analysis, open communication, work flow analysis to make things better for all parties and ensure matters do not escalate further.

4. Employee Association

President Courtney Martin agreed that there is a strong working relationship between herself and the two HR Directors. She stated that matters have not escalated to the point of appeal due to the diligent efforts made to meet the best interest of all parties.

President Martin provided the hierarchy for the PSEA office. Initially, Arthur Hall the Lead Employee Representative will meet with the employee and supervisor to try to resolve the issue at the lowest possible level. If a concern is escalated to HR, then President Martin works with both Director Morris and Director Huevo to find a resolution.

President Martin stated that she works closely with Director Martinez on hiring. Thinking big picture, once Classification Studies have been completed, there are work load and working out of class issues identified that do not require reclassification nor a salary increase. President Martin meets weekly with Director Martinez and Director Morris to follow through with next steps on these matters.

Commissioner Little thanked the PSEA, Personnel Commission and Human Resources for how well they work together, taking care of things in advance, and for coming to fair decisions for all employees.

Reminder: PSEA Annual Holiday Party is this Friday.

Reminder: The next Professional Growth Day is February 1.

The Professional Learning Advisory Board, a joint PSEA and PUSD Advisory Board, is welcoming new members. Brian Morris will be attending the upcoming meeting, along with the new Assistant Director of Transportation, Assistant Director of Maintenance and Operations. The Board will be planning for professional development for all employees including Noon Duty Assistants, whose job descriptions and salary ranges were approved by the Personnel Commission previously, who will be welcomed into Classified service as of January 1, 2019.

5. Staff

Nothing 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 November 8, 2018, Board of Education meeting was included with nothing noteworthy to report.

D. CONSENT AGENDA

It was moved (Wyatt), seconded (Little), and carried (2-0) to approve the Consent Agenda for the December 3, 2018, Personnel Commission meeting.

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

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

- a. ESS Supervisor
- b. Parent & Community Liaison
- c. Food and Nutrition Assistant I
- d. Food and Nutrition Assistant II
- e. Instructional Assistant – Special Education I
- f. Instructional Assistant – Special Education II
- g. HVAC & Refrigeration Technician
- h. Vocational Development Specialist
- i. Bus Driver
- j. Campus Security Specialist
- k. Payroll Technician
- l. School Administrative Specialist II

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

E. ACTION ITEMS

1. Organization of the Personnel Commission for 2018:

a. Election of Chair of the Personnel Commission

It was moved (Wyatt), seconded (Little), and carried (2-0) to approve Margaret Wyatt as Chairperson of the Personnel Commission for 2019.

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

b. Election of Vice Chair of the Personnel Commission

It was moved (Wyatt), seconded (Little), and carried (2-0) to approve David Little as Vice Chairperson of the Personnel Commission for 2019.

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

F. DISCUSSION

1. Next Personnel Commission Meeting – January 7, 2019

2. Replacing Third Member of Personnel Commission.

Discussion to establish procedure with no formal action taken. Commissioner Little and Commissioner Wyatt both have received a resume from an interested party, which will be forwarded to Director Martinez. An Action Item will be placed on the January 7th meeting to formally discuss the process and special meeting dates for reviewing and interviewing candidates. Director Martinez advised that there will be an interview of candidates during an open session, since it is not considered employment. Director Martinez will provide notes from previous interview meetings to Commissioners Little and Wyatt.

G. CLOSED SESSION

1. Public Employee Performance Evaluation

The meeting adjourned to closed session at 5:10 p.m. The meeting returned to open session at 5:21 p.m. During closed session, there were no reportable items.

H. ADJOURNMENT

The meeting adjourned at 5:22 p.m.