

**Poway Unified School District  
PERSONNEL COMMISSION  
REGULAR MEETING AGENDA**

**July 8, 2019**

4:45 p.m.

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

**A. PRELIMINARY FUNCTIONS**

1. Call to Order
2. Salute to Flag
3. Members in Attendance
4. Welcome to the Public
5. Approval of Agenda
6. Approval of Minutes
  - a. Minutes of the May 6, 2019 Personnel Commission meeting.

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**B. COMMENTS**

Public Comments pertaining to non-agenda items

*Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. The Commissioners may not take any action on items not included in the meeting agenda. If you wish to speak during Public Comment, please submit a speaker slip to staff ahead of the meeting.*

**C. INFORMATION ITEMS AND REPORTS**

1. Commissioners
2. Director
3. District
4. Employee Association
5. Staff
6. Operating Budget Report Page 8
7. Recruitment Status Report Page 9
8. Report of Testing Page 11
9. Communications –
  - a. Board Briefs from the June 6, 2019 Board of Education meeting. Page 13

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**D. CONSENT AGENDA**

*All matters listed under Consent Agenda are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless Commission, audience, or staff request specific items to be removed from the Consent Agenda for separate action.*

- |  |         |
|--|---------|
| 1. Ratification of Eligibility Lists (PC 50.100.1(A)):                   |         |
| a. Behavioral Intervention Instructional Assistant                       | Page 16 |
| b. Food and Nutrition Area Supervisor                                    | Page 17 |
| c. Food and Nutrition Assistant I  | Page 18 |
| d. Food and Nutrition Delivery Driver                                    | Page 20 |
| e. Grounds Equipment Operator  | Page 21 |
| f. Groundskeeper I   | Page 22 |
| g. Instructional Assistant I Special Education                           | Page 23 |
| h. Instructional Assistant II Special Education                          | Page 29 |
| i. Instructional Assistant Preschool                                     | Page 34 |
| j. Lead Groundskeeper  | Page 35 |
| k. Lifeguard Swim Instructor   | Page 36 |
| l. Noon Duty Assistant   | Page 37 |
| m. Program Aide-ESS  | Page 39 |
| n. School Administrative Specialist I                                    | Page 45 |
| o. Human Resources Specialist  | Page 46 |
| p. Noon Duty Assistant   | Page 47 |
| q. Assistant Buyer   | Page 49 |
| r. Instructional Assistant – Preschool                                   | Page 50 |
| s. Senior Business Systems Analyst                                       | Page 51 |
| t. Noon Duty Assistant   | Page 52 |
| u. Crossing Guard  | Page 54 |
| v. Instructional Assistant I Special Education                           | Page 55 |
| w. Instructional Assistant II Special Education                          | Page 61 |
| x. Program Aide-ESS  | Page 65 |
| y. Program Aide-ESS  | Page 71 |
| z. Instructional Assistant English Language Learner                      | Page 77 |
| aa. Noon Duty Assistant  | Page 78 |
| bb. Insurance Benefits Technician  | Page 80 |
| 2. Ratification of Removal of Names from Eligibility Lists (PC 50.100.6) | Page 81 |

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**E. ACTION ITEMS**

1. Classification Recommendation: Pool Technician (Establish New Classification) Page 82
2. Classification Recommendation: Lead Pool Technician (Establish New Classification) Page 87
3. Classification Recommendation: Aquatics Coordinator (Establish New Classification) Page 91

**F. DISCUSSION**

1. Rule Change: First Reading of 30.400.3 – Effects on Incumbents Page 96

**G. FUTURE MEETINGS**

Next regular Personnel Commission Meeting in the District Office (4:45 p.m.)  
Monday, August 5, 2019

The following regular commission meeting dates for 2019:

- Monday, September 9, 2019
- Monday, October 7, 2019
- Monday, November 4, 2019
- Monday, December 2, 2019

**H. CLOSED SESSION**

*Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of public employee to hear complaints or charges brought against such employee by another person or employee.)*

1. Personnel Commission Director's Performance

**I. ADJOURNMENT**

## **MEETING OF THE PERSONNEL COMMISSION POWAY UNIFIED SCHOOL DISTRICT**

**Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.**

### **Addressing the Commission:**

*There are two ways to address the Commission during the meeting. These are 1) speaking to the Commission regarding an item already on the agenda, and/or 2) speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.*

- 1. Items on the Agenda – Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.*
- 2. Items not on the Agenda – Item C (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.*

### **Placing Items on a Future Agenda**

*Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Commission Director at least five (5) working days before the scheduled meeting date. Items submitted less than five (5) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.*

*The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.*

*The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or agenzized under Public Comment.*

### **Agenda and Agenda Materials**

*A copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office upon request. Requests may be made via email communication to the Director no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.*

### **Assistance/Accommodations**

*In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission Office at (858) 521-2794. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.*

### **Closed Session**

*The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with Law.*