

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
Monday, January 7, 2019**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:51 p.m., Monday, January 7, 2019, in the Community Room by Chairperson, Margaret Wyatt.

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

Member Absent: Darren Keenaghan, Commissioner

2. Welcome to the Public

3. Approval of Agenda

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the agenda for the January 7, 2019, Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little, Absent – Keenaghan

4. Approval of Minutes

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes from the December 3, 2018 regular meeting.

Vote: Ayes – Wyatt and Little, Absent – Keenaghan

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

There were no comments to report.

2. Director

Director Martinez informed the Commission that Personnel Commission Administrative Assistant, Tania Rowe, has accepted a position with PSEA as their Professional Learning Coordinator. The Personnel Commission is very sad to see her leave but with her excitement, drive, and dedication to the District, we know that this new opportunity will be a great move for her. Tania will start with PSEA on Monday, January 14, 2019.

Director Martinez added that there has been a lot of recent transition with the administrative staff and that the eligibility list for the Administrative Assistant II

classification is exhausted. The Personnel Commission will be without an Administrative Assistant while a recruitment is conducted.

Director Martinez informed the Commission that Merit Academy training will begin the weekend of January 12, 2019. George Cole, from California School Personnel Commissioners Association, visited the District Office over the holiday break to view the community room where the training will be held. Director Martinez shared that some additional donated monies for the Personnel Commission were recently discovered. The additional funds will be used to cover costs associated with Merit Academy training.

Director Martinez added that Professional Growth day will be held on Friday, February 1, 2019 and that she will be presenting.

Director Martinez informed the Commission that all of the final touches were completed for WRIPAC. This training will be held here at the District Office on March 25th and March 26th of 2019. All of the Personnel Commission staff will be attending. Director Martinez explained that WRIPAC is job analysis training that will help the Personnel Commission perform classification studies.

3. District

Nothing to report.

4. Employee Association

President Courtney Martin stated that she was excited to have Tania Rowe join PSEA as their new Professional Learning Coordinator and is very grateful for Director Martinez's support and flexibility with her transition into the new role.

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 December 13, 2018, Board of Education meeting were included with nothing noteworthy to report.

D. CONSENT AGENDA

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Consent Agenda for the January 7, 2019, Personnel Commission meeting.

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

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

- a. Senior Lifeguard
- b. Instructional Assistant – Special Education I
- c. Instructional Assistant – Special Education II
- d. Administrative Assistant I
- e. Attendance Accounting Assistant III
- f. Lead Middle School ASES Assistant
- g. Payroll Technician
- h. Instructional Assistant
- i. Behavioral Intervention Instructional Assistant
- j. Instructional Assistant – Preschool
- k. Health Services Technician
- l. School Administrative Assistant – Continuation High School
- m. Program Aide – ASES
- n. Student Services Assistant
- o. Heavy Equipment Operator
- p. Workers Compensation Specialist

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

E. ACTION ITEMS

1. Classification Recommendation: Information Systems Support Analyst (Revision to Classification Title)

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the classification title to Business Systems Support Analyst and Sr. Business Systems Support Analyst as presented.

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

2. Classification Recommendation: Assistant Director of Planning (Revision to Classification Description)

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the revision to the classification of Assistant Director of Planning as presented.

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

F. DISCUSSION

1. Next Personnel Commission Meeting – February 11, 2019

2. Replacing Third Member of Personnel Commission

Commissioner Little made a public announcement that the Commission will be interviewing potential Commissioner candidates for the current vacancy. If there are any prospective candidates that meet the required criteria and would like to apply to be a Commissioner, applications are currently being accepted.

Director Martinez informed the Commission that there must be a 30-day gap between the Commissioner interviews and the public hearing. It was decided that Commissioner interviews will be held on February 11, 2019 and that the public hearing will be held on Monday, March 18, 2019.

G. CLOSED SESSION

1. Public Employee Performance Evaluation

The meeting adjourned to closed session at 5:08 p.m. The meeting returned to open session at 5:32 p.m. During closed session, there were no reportable items.

H. ADJOURNMENT

The meeting adjourned at 5:32 p.m.