

**Poway Unified School District  
PERSONNEL COMMISSION**

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

**MINUTES  
Monday, February 11, 2019**

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**A. PRELIMINARY FUNCTIONS**

**1. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:49 p.m., Monday, February 11, 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 February 11, 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 January 7, 2019 regular meeting.

Vote: Ayes – Wyatt and Little, Absent – Keenaghan

**B. COMMENTS**

There were no comments.

**C. INFORMATION ITEMS AND REPORTS**

**1. Commissioners**

Personnel Commissioners Little and Wyatt thanked Personnel Director Casie Martinez for doing a fabulous job. She will be missed.

**2. Director**

Interim Personnel Commission Director Rick Labib Wood was introduced. He will start on Wednesday, February 13, 2019.

Director Martinez presented a class on Preparing for Your Promotion and Interview Skills at the recent PSEA Professional Growth Day.

Update on Classified Employee of the Year. Selection Committee met and chose three candidates. The Superintendent, Board Members and Cabinet members will be completing surprise site visits between 8:30 – 11:30 am on Wednesday, February 27, 2019.

Personnel Commission Staff will attend an SDSU Job Fair on Tuesday, March 12, 2019.

The next Merit Academy class will be held on Saturday, February 23, 2019.

**3. District**

Personnel Support Services Associate Superintendent James Jimenez thanked Director Martinez for her service.

**4. Employee Association**

President Courtney Martin thanked Director Martinez for her service.

Professional Growth day was a success with over 1,000 registrants. PSEA

**5. Staff**

Nothing to report.

**6. Operating Budget Report**

The Operating Budget Report was included in agenda packet with nothing specific to report.

**7. Recruitment Status Report**

The Recruitment Status Report was included in agenda packet with nothing specific to report.

**8. Report of Testing**

The Report of Testing was included in agenda packet with nothing specific to report.

**9. Communications**

Board Briefs from the January 17, 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 February 11, 2019, Personnel Commission meeting.

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

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

- a. Athletic Trainer
- b. Program Aide – ASES
- c. Parent & Community Liaison - Bilingual
- d. Office Specialist
- e. Lead ESS Assistant
- f. Program Aide – ESS

- g. Vehicle Service Worker
- h. Human Resources Assistant
- i. Finance Manager
- j. Instructional Assistant – Preschool
- k. Behavioral Intervention Instructional Assistant
- l. Instructional Assistant I – Special Education
- m. Instructional Assistant II – Special Education
- n. Categorical Grant Program Administrative Specialist
- o. Noon Duty Assistant
- p. Program Aide – ESS
- q. Administrative Assistant II
- r. Director – Personnel Commission
- s. Health Services Technician
- t. Instructional Assistant – PE
- u. Insurance Benefits Technician
- v. Noon Duty Assistant
- w. Crossing Guard

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

### E. ACTION ITEMS

1. **Classification Recommendation: Assistant Buyer** (Revision to Classification Description)  
It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minor revisions to the classification description of Assistant Buyer as presented.  
Roll Call Vote: Ayes – Wyatt and Little, Absent – Keenaghan
2. **Classification Recommendation: Payroll Technician** (Revision to Classification Description and Reallocation)  
It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the revision to the classification description and Reallocation of Payroll Technician as presented.  
Roll Call Vote: Ayes – Wyatt and Little, Absent – Keenaghan
3. **Classification Recommendation: Senior Payroll Technician** (Revision to Classification Title, Reallocation and Classification Description)  
It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the revision to the classification title to Lead Payroll Technician, reallocation and classification description as presented.  
Roll Call Vote: Ayes – Wyatt and Little, Absent – Keenaghan

### F. DISCUSSION

#### 1. Interview of Candidates for Commissioners' Appointee to the Personnel Commission

Prior to the start of the interviews, Commissioner Wyatt read a statement regarding the process and proper protocol for the interviews.

- a. Hans Christian Sison was interviewed by the Personnel Commission. He was then excused from the room as the Personnel Commission deliberated.

**2. Deliberation and Announcement of Intended Appointee**

Following the interview, Commissioner Little and Commissioner Wyatt discussed the candidate. Mr. Sison was invited back into the room. The Personnel Commission then announced Mr. Sison as their intended appointee.

**3. Motion by Personnel Commission**

Motion by David Little, seconded by Margaret Wyatt and carried (2-0), to schedule an open hearing for public comment regarding the intended appointee during the March 18, 2019, regular meeting.

Vote: Ayes – Wyatt and Little, Absent – Keenaghan

**4. Schedule open hearing for public comment regarding the intended appointee during March 18, 2019 regular meeting.**

**5. Next Personnel Commission Meeting – March 18, 2019**

**G. CLOSED SESSION (Per Brown Act)**

*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. Employment Status of Personnel Commission Staff**

The meeting adjourned to closed session at 5:34 p.m. The meeting returned to open session at 6:31 p.m. During closed session, there were no reportable items.

**H. ADJOURNMENT**

The meeting adjourned at 6:31 p.m. with no actions to report from closed session.