

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
Monday, March 18, 2019**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:45 p.m., Monday, March 18, 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 March 18, 2019, Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little, Absent – Keenaghan

4. Approval of Minutes

a. Minutes of the February 8, 2019, Personnel Commission special meeting

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes from the February 8, 2019, special meeting.

Vote: Ayes – Wyatt and Little, Absent – Keenaghan

b. Minutes of the February 11, 2019, Personnel Commission meeting

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes from the February 11, 2019, meeting.

Vote: Ayes – Wyatt and Little, Absent – Keenaghan

c. Minutes of the February 13, 2019, Personnel Commission special meeting

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes from the February 13, 2019, special meeting.

Vote: Ayes – Wyatt and Little, Absent – Keenaghan

d. Minutes of the February 15, 2019, Personnel Commission special meeting

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes from the February 13, 2019, special 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 welcomed new Personnel Commission Director Scott Pilch to his role at Poway Unified School District.

2. Director

Director Pilch shared that after 4 ½ years of service, HR Analyst, Jane Kennington has accepted a new position with the San Diego Unified School District as their newest Personnel Analyst. Her last day will be on Tuesday, April 2, 2019. She will be greatly missed.

Update on Classified Employees of the Year. This year's recipients are:

1. Alice Burge, Student Services Assistant, Adobe Bluffs Elementary School
2. Vickie Norris, Office Specialist, Facilities, Maintenance and Operations
3. Deborah Seibert, Bus Driver, Transportation

The surprise site visits to recognize each recipient were held on Wednesday, February 27, 2019. The visits were well received and the employees were surprised and honored to be recognized. We will be inviting them to a future Personnel Commission meeting for a presentation.

3. District

There were no comments.

4. Employee Association

Poway Schools Employees Association (PSEA) Board President, Courtney Davis Martin, welcomed new Personnel Director Pilch and is looking forward to working together.

PSEA presented the District with their Sunshine Proposal. The focus will be on comparable wages as one of their goals. President Martin also shared information about their Mentor Program where trained mentors reach out to all new and probationary employees.

Save the date, May 22, 2019, for the PSEA membership meeting. This occasion celebrates their classified employees with speaker presentations, food, and prizes. More information will be presented as the date draws near.

5. Staff

There were no comments.

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 February 14, 2019, 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 March 18, 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 Review Recommendation – Food and Nutrition Assistant II & III (Revision to Classification Description related to candidate certifications required at time of application)

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve as presented the minor revisions to the classification description related to candidate certifications required at time of application for both Food and Nutrition Assistant II & III.

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

2. Open Hearing and Appointment of Commissioners' Appointee to the Personnel Commission candidate, Hans Christian Sison

a. Open Hearing – no discussions to report.

b. Hearing closed

A motion for action was made regarding the recommendation of Hans Christian Sison as the Commissioners' Appointee to the Personnel Commission effective March 18, 2019.

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the appointment of candidate, Hans Christian Sison as a new Personnel Commissioner at Poway Unified School District.

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

3. Oath of Office

a. Oath of Office was read by Personnel Commissioner Wyatt and repeated by Hans Christian Sison.

F. DISCUSSION

1. Next Personnel Commission Meeting – April 8, 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 5:05 p.m. The meeting returned to open session at 5:59 p.m. During closed session, there were no reportable items.

H. ADJOURNMENT

The meeting adjourned at 6:00 p.m.