

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
Monday, April 8, 2019**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:52 p.m., Monday, April 8, 2019, in the Community Room by Chairperson, Margaret Wyatt.

Members Present: David Little, Vice Chairperson
 Margaret Wyatt, Chairperson
 Hans Christian Sison, Chairperson

2. Welcome to the Public

3. Approval of Agenda

It was moved (Little), seconded (Sison), and carried (3-0) to approve the agenda for the April 8, 2019, Personnel Commission regular meeting.

Vote: Ayes – Wyatt, Little, Sison

4. Approval of Minutes

Minutes of the March 18, 2019, Personnel Commission meeting

It was moved (Little), seconded (Sison), and carried (3-0) to approve the minutes from the March 18, 2019, meeting.

Vote: Ayes – Wyatt, Little, Sison

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

There were no comments.

2. Director

Director Pilch shared that the HR Analyst position that was recently vacated by Jane Kennington has been filled by Personnel Commission team member Carolyn Teig.

3. District

There were no comments.

4. Employee Association

Poway Schools Employees Association (PSEA) Professional Learning Coordinator, Tania Rowe presented an update on some of the learning and development items.

- Professional Learning Advisory Board – welcomed new members Scott Pilch, Colleen Moroz and Gale Ching.
- PSEA placed 46 contracted new members with Mentors in our Mentor Program. New Mentor training on 5/1.
- We are in the process of developing Classified Learning Collaboratives (CLC's). CLC's help the Classified staff with ongoing training.
- Met with the Handbook Committee in an effort to provide a universal handbook for District employees.
- Google Doc training webinars are now available on the PSEA Website for all District staff to watch.
- Pro Act training will be open for Classified staff in May.
- In the process of coordinating an Attendance training with Miguel Carrillo on August 14th
- Next CPR/First Aid/AED classes will be held on 8/19. All 85 seats will be complimentary offered to Classified staff.

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 March 14, 2019, Board of Education meeting were included with nothing noteworthy to report.

D. CONSENT AGENDA

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Consent Agenda for the April 8, 2019, Personnel Commission meeting.

Vote: Ayes – Wyatt, Little, Sison

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

- a. Student Health Care Specialist
- b. Buyer
- c. Program Aide – ESS
- d. Instructional Assistant I – Special Education
- e. Instructional Assistant II – Special Education
- f. Noon Duty Assistant

- g. Vehicle Service Worker
- h. Bus Transportation Aide
- i. Athletic Trainer
- j. Food and Nutrition Assistant I
- k. Food and Nutrition Assistant II
- l. Program Aide – ESS
- m. Instructional Assistant – Preschool
- n. Instructional Assistant – PE

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

E. ACTION ITEMS

Classification Review Cycle – Year One – Custodial Recommendations

Director Pilch shared that this review has been taking place over the course of this past year. Several discussions with Management, PSEA and the employees have taken place. Some of the items related to this study include compensation changes and two classification title changes (Crew Chief & Sr. Crew Chief).

PSEA Board Member Courtney Martin added that PSEA and the Facilities, Maintenance and Operations Director met and discussed the impacts and the options to the employees that will be affected by the recommended changes.

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Classification Review Cycle – Year One – Custodial Recommendations as presented.

Vote: Ayes – Wyatt, Little, Sison

F. DISCUSSION

1. Presentation and discussion by Director Pilch regarding the Office Proficiency Assessment & Certification (OPAC) testing software. Director Pilch provided the benefits of the OPAC system. There was a discussion and answers to questions.
2. First Read of the 2019-2020 Personnel Commission budget
3. Next Personnel Commission Meeting – May 6, 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. Personnel Commission Director's Performance

The meeting adjourned to closed session at 5:20 p.m. The meeting returned to open session at 6:34 p.m. During closed session, there were no reportable items.

H. ADJOURNMENT

The meeting adjourned at 6:35 p.m.