

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
Monday, May 6, 2019**

A. PRELIMINARY FUNCTIONS

1. Presentation

Awards were presented to the 2019 Classified Employees of the Year:

Alice Burge, Student Services Assistant at Adobe Bluffs Elementary School
Vickie Norris, Office Specialist with Facilities, Maintenance and Operations
Deborah Seibert, School Bus Driver with Transportation

Deborah Seibert was PUSD's nominee for Employee of the Year, submitted to the San Diego County Office of Education for the Countywide Classified Employee of the Year program.

2. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:47 p.m., Monday, May 6, 2019, in the Community Room by Chairperson, Margaret Wyatt.

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

3. Welcome to the Public

4. Approval of Agenda

It was moved (Sison), seconded (Wyatt), and carried (2-0) to approve the agenda for the May 6, 2019, Personnel Commission regular meeting.

Vote: Ayes – Wyatt, Sison

5. Approval of Minutes

Minutes of the April 8, 2019, Personnel Commission meeting

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

Vote: Ayes – Wyatt, Sison

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. **Commissioners**
There were no comments to report.
2. **Director**
There were no comments to report.
3. **District**
There were no comments to report.
4. **Employee Association**
Poway Schools Employees Association (PSEA) President, Courtney Martin, stated that Classified Employee Week is May 20-24, 2019. PSEA will host an Open House event on May 22nd for all classified employees. PSEA extended an invitation to the Personnel Commissioners to attend.
5. **Staff**
There were no comments 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 April 11, 2019, Board of Education meeting were included in agenda packet with nothing specific to report.

D. CONSENT AGENDA

It was moved (Sison), seconded (Wyatt), and carried (2-0) to approve the Consent Agenda for the May 6, 2019, Personnel Commission meeting.

Vote: Ayes – Wyatt, Sison

1. Ratification of Eligibility Lists (PC 50.100.1(A)):
 - a. Behavioral Intervention Instructional Assistant
 - b. Noon Duty Assistant
 - c. Risk Management Specialist
 - d. Instructional Assistant I – Special Education
 - e. Instructional Assistant II – Special Education
 - f. Instructional Assistant
 - g. Food and Nutrition Assistant II
 - h. Program Aide ASES
 - i. Program Aide ESS

j. Noon Duty Assistant

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

E. ACTION ITEMS

1. Proposed 2019-2020 Personnel Commission budget
 - a. Open Hearing 4:57 p.m.
 - b. Call for Speakers
At Board Member Sison's request, Director Pilch briefly reviewed the uses and benefits of the Office Proficiency Assessment & Certification (OPAC) candidate testing software.
 - c. Close Hearing 5:04 p.m.
 - d. It was moved (Wyatt), seconded (Sison), and carried (2-0) to approve the proposed 2019-2020 budget as presented.
Vote: Ayes –Wyatt and Sison

F. DISCUSSION

1. Next Personnel Commission Meeting – June 3, 2019

G. ADJOURNMENT

The meeting adjourned at 5:10 p.m.