

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
Monday, August 5, 2019**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:49 p.m., Monday, August 5, 2019, in the Community Room by Chairperson, Margaret Wyatt.

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

2. Welcome to the Public

3. Approval of Agenda

It was moved (Wyatt), seconded (Little), and carried (3-0) to approve the agenda for the August 5, 2019, Personnel Commission regular meeting.

Vote: Ayes – Wyatt, Little, Sison

4. Approval of Minutes

Minutes of the July 8, 2019, Personnel Commission meeting

It was moved (Little), seconded (Sison), and carried (3-0) to approve the minutes from the July 8, 2019, meeting.

Vote: Ayes – Wyatt, Little, Sison

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

There were no comments to report.

2. Director

Director Pilch announced that Personnel Commission employee Niki Wells was promoted to the position of Human Resources Specialist. PUSD employee Angela Voggenthaler will be coming to the Personnel Commission as the HR Assistant. OPAC software is being implemented and training has begun.

3. District

Associate Superintendent James Jimenez reported that on August 16th there will be an All Staff Welcome Back Kickoff, with keynote speaker George Couros. Valley Elementary started last week and the other schools begin on August 21.

4. Employee Association

Poway Schools Employees Association (PSEA) President, Courtney Martin, noted the following upcoming PSEA events:

- August 6: Custodial Trainings (3 dates - identical offering) at the District Office
- August 13 & 27 & Sep 10 - CLC Squared - Completing the CLC process from start to submission
- August 14 - Attendance Workshop - Elementary School Level
- August 19 - SAI Bootcamp
- August 19 - CPR/First Aid/AED ****FREE for first 85 enrollees****
- August 19 - Noon Duty Assistant & Student Services Assistant Collaboration
- August 20 - Instructional Assistant Collaboration

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. Director Pilch stated that this month the department administrative staff focused on updating recurring budget items to more accurately reflect current expenses.

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 June 27, 2019, Board of Education meeting were included in agenda packet with nothing specific to report.

D. CONSENT AGENDA

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Consent Agenda for the August 5, 2019, Personnel Commission meeting.

Roll Call Vote: Ayes – Wyatt, Little, Sison

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

- a. Instructional Assistant - Physical Education
- b. Library Media Technician - Secondary
- c. Accountant II
- d. Program Aide - Extended Student Services
- e. Food And Nutrition Supervisor I
- f. Food And Nutrition Supervisor II
- g. Program Aide - Extended Student Services
- h. Communications Specialist
- i. Career Guidance Tech II - High School
- j. Bus Driver
- k. Custodian
- l. LAN Administrator
- m. Noon Duty Assistant
- n. Student Health Care Specialist
- o. Bus Transportation Aide
- p. Program Aide - ASES
- q. Instructional Assistant I - Special Education
- r. Instructional Assistant II - Special Education
- s. Aquatics Coordinator
- t. Administrative Assistant II (Confidential)
- u. Noon Duty Assistant

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

E. ACTION ITEMS

1. Classification Review Recommendation: Director of Communications and Community Engagement

Commissioner Little made a motion that the Personnel Commission does not object to the proposed increase in the allocation, based upon our conclusion that it would not affect the internal alignment of the family. Included in the motion was to approve the revision to the classification as set forth in the agenda.

Wyatt seconded the motion

Roll Call Vote: Ayes –Little and Wyatt, Nay: Sison

F. FUTURE MEETINGS

Next regular Personnel Commission Meeting in the District Office (4:45 p.m.) on Monday, September 9, 2019. It was announced that the remaining 2019 meetings will be October 14, November 4 and December 2.

G. ADJOURNMENT

The meeting adjourned at 5:19 p.m.