

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
Monday, December 5 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, December 2, 2019, in the Community Room by Commissioner Margaret Wyatt.

Members Present: David Little, Vice Chairperson
Margaret Wyatt, Chairperson

Members Absent: Hans Sison, 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 December 2, 2019, Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little, Absent - Sison

4. Approval of Minutes of the: 1) October 14, 2019, Regular Personnel Commission meeting, 2) October 17, 2019, Special Personnel Commission meeting, 3) October 24, 2019, Special Personnel Commission meeting, 4) November 5, 2019 Regular Personnel Commission meeting.

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes for the October 14, 2019, October 17, 2019, October 24, 2019 and November 5, 2019 Personnel Commission meetings.

Vote: Ayes – Wyatt and Little, Absent - Sison

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

There were no comments.

2. **Director**

Director Lyche thanked the Personnel Commission for all of their help and hard work during the transition. He also thanked Interim Director Rick Wood for his help and guidance.

3. **District**

There were no comments.

4. **Employee Association**

PSEA President Courtney Brown wanted to remind everyone about the PSEA Holiday Party on Friday, December 6th from 5-7pm at Second Chance Beer Company at 15378 Avenue of Science. Also, she gave kudos to the Personnel Commission team for the recent Job Fairs and for filling Instructional Assistant positions.

5. **Staff**

Personnel Commission staff member Hannah Komorny reported that there was a Job Fair for the Instructional Assistant-Special Education positions. She thanked PSEA for the use of their space for the most recent Job Fair. She also reported that there were 25 attendees with 20 schools in attendance. In addition, the Personnel Commission Analysts attended the Miramar College Child Development Expo, which generated interest from their students in working at PUSD.

6. **Operating Budget Report**

7. **Recruitment Status Report**

8. **Report of Testing**

9. **Communications**

D. CONSENT AGENDA

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

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

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

- a. Program Aide - ESS
- b. Attendance Accounting Assistant
- c. Bus Driver
- d. Crossing Guard
- e. Noon Duty Assistant
- f. Student Services Specialist
- g. Instruction Assistant 1 – Special Education
- h. Instruction Assistant 2 – Special Education
- i. Instruction Assistant – Bilingual Proficient

- j. Program Aide-ESS
- k. Instruction Assistant – Physical Education
- l. ESS Supervisor
- m. Noon Duty Assistant

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

E. ACTION ITEMS

- 1. Classification Review Recommendation: Budget Technician
(Establish New Classification)

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve establishing the classification, Budget Technician, for the purpose of recruitment, but Commissioner Little noted that the necessary edits to the job description's distinguishing characteristics should be presented to the Commission at the next meeting.

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

F. FUTURE MEETINGS

- 1. Next regular Personnel Commission Meeting in the District Office (4:45 p.m.)
 - Monday, January 6, 2020
 - Monday, February 3, 2020
 - Monday, March 2, 2020

G. CLOSED SESSION

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. Employee Discipline Appeal

The meeting adjourned to closed session at 5:07 p.m. The meeting returned to open session at 5:20 p.m. During closed session, there were no reportable items.

H. ADJOURNMENT

The meeting adjourned at 5:21 p.m.