

**Poway Unified School District  
PERSONNEL COMMISSION**

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

**MINUTES  
Monday, January 6, 2020**

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**A. PRELIMINARY FUNCTIONS**

**1. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:49 p.m., Monday, January 6, 2020, in the Community Room by Commissioner Margaret Wyatt.

Members Present: Margaret Wyatt, Chairperson  
David Little, Vice 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 January 6, 2020 Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little, Absent - Sison

**4. Approval of Minutes of the December 2, 2019, Regular Personnel Commission meeting.**

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

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 indicated that he had presented the Personnel Commission Annual Report to the Board of Education meeting December 19, 2019. The Board members' responses were very positive and he hopes to set up individual meetings with Board

of Education members to answer any questions about the work of the Commission and staff.

The Director is currently scheduling visits with school sites to meet with administrators and staff. At the February Personnel Commission meeting, we will highlight statistics on Special Education job fairs, which are being held once a month and have been very successful.

3. **District**

Human Resources Director indicated that he appreciates the Personnel Commission and what they are doing.

4. **Employee Association**

PSEA President Courtney Davis is pleased to report that PSEA and PUSD reached a tentative agreement on the Friday before winter break, which includes 3.5 % increase in compensation in addition to several one-time payouts for employees.

5. **Staff**

Personnel Commission staff member Carolyn Teig reported that they were able to pilot their first administrative recruitment using OPAC testing software and it was very successful. We plan to have it up and running for many test components.

6. **Operating Budget Report**

7. **Recruitment Status Report**

8. **Report of Testing**

9. **Communications**

- a. Board Briefs from the December 19, 2019 Board of Education meeting.

**D. CONSENT AGENDA**

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Consent Agenda for the January 6, 2020, Personnel Commission meeting.

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

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

- a. Instruction Assistant 1 – Special Education
- b. Instruction Assistant 2 – Special Education
- c. Program Aide-ESS
- d. Vehicle Maintenance Technician
- e. Instructional Assistant – Bilingual Proficient
- f. Crossing Guard
- g. School Administrative Assistant – Elementary
- h. Food and Nutrition Assistant 1
- i. Instruction Assistant 1 – Special Education

- j. Noon Duty Assistant
- k. Accounting Assistant IV
- l. Instruction Assistant 1 – Special Education
- m. Instruction Assistant 2 – Special Education
- n. Speech Language Pathology Assistant
- o. Student Health Care Specialist

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

### **E. ACTION ITEMS**

1. Classification Review Recommendation: Emergency Planning and Preparedness Specialist (Establish New Classification)

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve establishing the classification, Emergency Planning and Preparedness Specialist.

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

2. Classification Review Recommendation: Systems Engineer (Classification Revision)

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve revising the classification, Systems Engineer.

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

3. Budget Technician Classification (Classification Recommendation)

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the classification recommendation for Budget Technician.

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, February 3, 2020
  - Monday, March 2, 2020
  - Monday, April 6, 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 5:06 p.m. The meeting returned to open session at 5:15 p.m. During closed session, there were no reportable items.

### **H. ADJOURNMENT**

The meeting adjourned at 5:16 p.m.