

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MEETING MINUTES
Monday, February 3, 2020**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:46 p.m., Monday, February 3, 2020, in the Community Room by Commissioner Margaret Wyatt.

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

2. Welcome to the Public

3. Approval of Agenda

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the agenda for the February 3, 2020 Personnel Commission regular meeting.

Vote: Ayes – Wyatt, Little, Sison Nays - None

4. Approval of Minutes of the January 6, 2020 Regular Personnel Commission meeting. It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the minutes for the January 6, 2020 Personnel Commission meeting.

Vote: Ayes – Wyatt, Little, Sison Nays - None

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

2. Director

All sites and departments have selected their candidates for Classified Employee of the Year. The next phase will be the meeting of the Selection Committee who will select three District finalists, one of whom will be forwarded to the San Diego County Office of Education for the county's selection process. This year PUSD will honor both classified and certificated staff together at an upcoming board meeting.

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Four PC staff members attended the Merit Academy in San Bernardino this past Saturday. It was the first of five classes where they will learn about the many facets of the Merit System.

Staff is focused on recruiting as we seek to increase the number of applicants for our open positions. Actions that are being taken include the creation of banners that will be hung at each of the sites and departments. The PC is also working on our increasing our social media presence through LinkedIn, Instagram, Facebook, and Peachjar.

3. District

No report

4. Employee Association

PSEA President Courtney Davis announced that the Professional Growth Day this past Friday had over 50 classes, including many special education offerings, with more than 1,300 classified employees participating. In addition, the PSEA leadership team participated with district management, and the Poway Federation of Teachers, for two days in an “Interest Based Bargaining” workshop.

5. Staff

Personnel Commission staff member Melanie Rodriguez announced that the overall participation for hiring fairs has been increasing and the number of positions offered has increased. Twenty-six sites attended the last hiring fair in January. The PC is grateful for the partnership with PSEA who will be hosting our next hiring fair at their office on February 13th.

Ms. Rodriguez shared that the PC is streamlining internal processes with the goal of employees being placed within four weeks of applying. Each month, the PC will host a hiring fair and hold 2 oral exams and 4 written exams in order to get candidates through the process as quickly as possible. She indicated that these processes respect the Merit System rules as the PC is able to invite all Transfers and Eligibility List candidates to the Hiring Fairs.

6. Operating Budget Report

7. Recruitment Status Report

8. Report of Testing

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D. CONSENT AGENDA

It was moved (Little), seconded (Wyatt), and carried (-0) to approve the Consent Agenda for the February 3, 2020, Personnel Commission meeting.

Vote: Ayes – Wyatt, Little, Sison Nays - None

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

- a. Preschool Operations Supervisor
- b. Transportation Assistant Scheduler
- c. Music Assistant
- d. Lead ESS Assistant
- e. Noon Duty Assistant
- f. Program Aide-ASES
- g. Instructional Assistant 1 – Special Education
- h. Instructional Assistant 2 – Special Education
- i. Behavioral Intervention Instructional Assistant
- j. Instructional Assistant – Preschool
- k. Bus Transportation Aide
- l. Program Aide-ESS
- m. Administrative Assistant II
- n. Instructional Assistant – PE
- o. Program Aide-ESS
- p. Food and Nutrition Assistant 1
- q. Food and Nutrition Assistant 2
- r. Instructional Assistant – Preschool
- s. Vocational Development Specialist

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

E. FUTURE MEETINGS

Monday, March 2, 2020

Monday, April 6, 2020

Monday, May 4, 2020

F. ADJOURNMENT

The meeting adjourned at 5:02 p.m.