

**PERSONNEL COMMISSION**  
**Poway Unified School District**

15250 Avenue of Science  
San Diego, CA 92128-3406

**AGENDA**

4:30 p.m., Monday, April 3, 2017  
District Office – Community Room East

<b>A) PRELIMINARY FUNCTIONS</b>	
1) Call to Order	
2) Pledge of Allegiance	
3) Welcome to the Public Classified Employee of the Year Recognition	
4) Approval of Agenda Motion by _____, second by _____, to approve the agenda of the April 3, 2017, Personnel Commission meeting.	
<b>B) STAFF INFORMATION ITEMS AND REPORTS</b>	
1) Communications a) Board Briefs from March 21, 2017 Board of Education meeting	
2) Operating Budget Report	
3) Recruitment Status Report	
4) Report of Testing	
<b>C) COMMENTS</b>	
1) Public Comments pertaining to non-agenda items	
2) Commissioners	
3) Director	
4) District	
5) Employee Association	
6) Staff	

<b>D) CONSENT AGENDA</b>	
<i>All matters listed under Consent Agenda are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless Commission, audience, or staff request specific items to be removed from the Consent Agenda for separate action.</i>	
1) Approval of the Regular Meeting Minutes of March 20, 2017	
2) Ratification of Eligibility Lists (PC 50.100.1(A)):	
a) Electrician	
b) Instructional Assistant – English Language Learner	
c) Communications Technician	
3) Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)	
MOTION by _____, second by _____, to approve the consent agenda of the April 3, 2017, Personnel Commission meeting Roll Call Vote: _____ Keenaghan _____ Little _____ Wyatt	
<b>E) ACTION ITEMS</b>	
1) Classification Review Recommendation: Library Media Series	
a) Library Media Technician - Elementary (Revision to Class Description, Reallocation)	
b) Library Media Technician – Secondary (Revision to Class Description, Reallocation)	
a) Literacy Media Resource Technician (Reclassification of 6 positions)	
2) Classification Review Recommendation: Student Services Series	
a) Student Services Specialist – Bilingual (Establish Classification, Reclassification)	
b) Student Services Assistant (Revision to Class Description)	
c) Student Services Specialist (Revision to Class Description)	
3) Classification Review Recommendation: Parent Liaison Series	
a) Parent Liaison (Revision to Classification Description)	
b) Parent and Community Liaison (Establish Classification)	
c) Parent Liaison – Bilingual (Revision to Classification Description, Title Change)	
4) Classification Review Recommendation: Finance Administration	
a) Assistant Director of Finance (Revision to Classification Description)	
b) Director of Finance (Revision to Classification Description)	
5) Classification Review Recommendation: Associate Superintendent of Business Support Services (Reallocation)	
<b>F) DISCUSSION</b>	
1) First Reading: 2017-2018 Personnel Commission Budget	
2) Next Personnel Commission Meeting – Monday, May 1, 2017	
<b>G) ADJOURNMENT</b>	

## MEETING OF THE PERSONNEL COMMISSION POWAY UNIFIED SCHOOL DISTRICT

Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.

### **Addressing the Commission:**

There are two ways to address the Commission during the meeting. These are 1) speaking to the Commission regarding an item already on the agenda, and/or 2) speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.

1. *Items on the Agenda – Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.*
2. *Items not on the Agenda – Item C (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.*

### **Placing Items on a Future Agenda**

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Commission Director at least five (5) working days before the scheduled meeting date. Items submitted less than five (5) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or agenzied under Public Comment.

### **Agenda and Agenda Materials**

A copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office upon request. Requests may be made via email communication to the Director no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

### **Assistance/Accommodations**

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission Office at (858) 521-2794. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

### **Closed Session**

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with Law.