

**Poway Unified School District**  
**PERSONNEL COMMISSION**  
15250 Avenue of Science  
San Diego, CA 92128-3406  
District Office – Community Room East

**MINUTES**  
**Monday, November 6, 2017**

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**A. PRELIMINARY FUNCTIONS**

**1. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:30 p.m., Monday, November 6, 2017, in the Community Room by Chairperson Margaret Wyatt.

Members Present: Margaret Wyatt, Chairperson  
Darren Keenaghan, Vice Chairperson  
David Little, Member

**2. Welcome to the Public**

**3. Approval of the Agenda**

It was moved (Keenaghan) seconded (Little) and carried (3-0) to approve the agenda for the November 6, 2017, Personnel Commission regular meeting.

Vote: Ayes – Little, Keenaghan and Wyatt

**4. Approval of the Regular Meeting Minutes**

It was moved (Keenaghan), seconded (Little) and carried (3-0) to approve the minutes from the September 5, 2017, regular Personnel Commission meeting.

Vote: Ayes – Little, Keenaghan and Wyatt

**B. COMMENTS**

**C. INFORMATION ITEMS AND REPORTS**

**1. Introductions**

Ms. Niki Wells was introduced to the Personnel Commission as the new Human Resources Assistant. Ms. Laura Vaca was introduced to the Personnel Commission as the new Director of Payroll. Mr. James Jimenez was introduced to the Personnel Commission as the new Associate Superintendent of Personnel Support Services.

**2. Commissioners**

There were no comments to report.

**3. Director**

Director Amador reported that the Team PUSD and Everyday Heroes nominees will be recognized at the November 9, 2017, Board of Education Meeting. The District Office will be closed on November 10, 2017, in observance of Veteran's Day, and closed from November 20-24 for the Thanksgiving Holiday. The CSPCA (California State Personnel Commission Association) annual conference will be hosted by the San Diego chapter on February 1-4, 2018. This month, Personnel Commission staff has participated in job fairs, a CTAE job event, and launched a social media page on Instagram.

- 4. District**  
There were no comments to report.
- 5. Employee Association**  
The Association would like to thank the Personnel Commission for their dedication to the work of the Classification Reviews.
- 6. Staff**  
There were no comments to report.
- 7. Operating Budget**  
The operating budget was presented.
- 8. Recruitment Status Report**  
The recruitment status report was presented.
- 9. Report of Testing**  
The report of testing was presented.
- 10. Communications**  
Board Briefs from the September 14, 2017, and October 12, 2017, Board of Education meetings were presented.
- 11. Presentation**  
Ron Little, Associate Superintendent – 2018-19 Budget Development Preview

**D. CONSENT AGENDA**

It was moved (Keenaghan), seconded (Little), and carried (3-0) to approve the Consent Agenda for the November 6, 2017, Personnel Commission meeting.  
Roll Call Vote: Ayes – Keenaghan, Little, and Wyatt

- 1. Ratification of Eligibility Lists (PC 50.100.1 (A)):**
  - a. Office Specialist
  - b. Director of Payroll
  - c. Accounting Assistant III
  - d. General Lifeguard
  - e. Senior Lifeguard
  - f. Program Aide - ESS
  - g. Driver Instructor
  - h. Instructional Assistant - Preschool
  - i. Instructional Assistant Physical Education
  - j. Speech Language Pathology Assistant
  - k. Campus Security Specialist
  - l. Program Aide – ESS
  - m. Accounting Technician
  - n. Attendance Accounting Assistant I
  - o. Office Assistant II
  - p. Instructional Assistant I – Special Education
  - q. Instructional Assistant II – Special Education
  - r. Occupational Therapist
  - s. Communication Specialist

- t. Behavioral Intervention Instructional Assistant
- u. Program Aide – ASES
- v. Vehicle Services Worker
- w. Occupational Therapist

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

**E. ACTION ITEMS**

**1. 2016-2017 Annual Report for Submission to the Board of Education**

It was moved (Little), seconded (Keenaghan) and carried (3-0) to approve the 2016-2017 Personnel Commission Annual Report for submission to the Board of Education.

**F. DISCUSSION**

**1. Proposed Personnel Commission meeting dates for 2018**

The proposed meeting dates will be submitted as an action item at the next Personnel Commission meeting.

**2. Next Personnel Commission Meeting**

The Personnel Commission meeting is scheduled for Monday, December 4, 2017, at 4:30 p.m.

**G. CLOSED SESSION**

**1. Public Employee Performance Evaluation**

The meeting adjourned to closed session at 5:13 p.m. The meeting returned to open session at 5:34. There was no action taken during closed session.

**H. ADJOURNMENT**

The meeting adjourned at 5:34 p.m.