

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

MINUTES
Monday, June 5, 2017

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:35 p.m., Monday, June 5, 2017, in the Community Room by Chairperson Margaret Wyatt.

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

2. Welcome to the Public

3. Approval of the Agenda

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

B. STAFF INFORMATION ITEMS AND REPORTS

The following items were included in the Personnel Commission packet for information.

1. Approval of the Regular Meeting Minutes

It was moved (Little), seconded (Keenaghan), and carried (3-0) to approve the Minutes from the May 1, 2017 regular Personnel Commission meeting.

Roll Call Vote: Little – Aye, Keenaghan – Aye, Wyatt - Aye

2. Staff Recognition

The Personnel Commission presented a certificate and flowers to Ellen Faucher, Human Resources Specialist, who will be retiring in July after 33 years with PUSD.

3. Communications

Board Briefs from the May 30, 2017, Board of Education meeting

Budget Update Brief – Commissioner Little inquired about the percentage of the LCAP that supports classified staffing. This information will be provided at a future meeting.

4. Operating Budget Report

5. Recruitment Status Report

6. Report of Testing

7. Seniority Database Demonstration

Personnel Commission staff are working to validate employee data and move to a web based program, which will be updated via PeopleSoft.

C. COMMENTS

1. Public Comments Pertaining to Non-Agenda Items

None

2. Commissioners

Commissioner Little attended the District's 2017-18 budget workshop presented by School Services of California.

3. Director

Director Amador reported that the last day of school is on June 8, 2017, and the 2017-2018 school year will begin on August 23, 2017. The SDCSPCA Chapter meeting will be held on June 15, 2017, and the annual conference will be held on February 1-4, 2018.

4. District

School Services of California provided budget information to all employee groups. The District is in negotiations with both the Classified and Certificated Associations.

5. Employee Association

None

6. Staff

Summer employment for Limited Term positions, ESS High School Student Aides transitioning process, and Extended School Year hiring processes are all in process. Staff have identified most needed eligibility lists and have been running recruitments in preparation for the fall.

D. CONSENT AGENDA

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

- a. Systems Administrator
- b. Groundskeeper II
- c. Associate Superintendent, Business Support Services
- d. Instructional Assistant I – Special Education
- e. Instructional Assistant II – Special Education
- f. Program Aide - ASES
- g. Human Resources Assistant
- h. Program Aide - ESS
- i. Publications Technician
- j. Senior Publications Technician
- k. Behavioral Intervention Instructional Assistant
- l. Instructional Assistant I – Special Education
- m. Instructional Assistant II – Special Education
- n. Parent and Community Liaison
- o. Assistant Director of Finance
- p. Program Aide - ESS
- q. Instructional Assistant – Physical Education

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

It was moved (Little) seconded (Keenaghan), and carried (3-0) to approve the consent agenda for the June 5, 2017 Personnel Commission regular meeting.

Roll Call Vote: Little – Aye, Keenaghan – Aye, Wyatt - Aye

E. ACTION ITEMS

None

F. DISCUSSION

1. Request for Study – Campus Security Specialist

Campus Security Specialists at Mt. Carmel submitted a request for review of their classification. The application was reviewed but lacked evidence of significant change in duties to support a full study. Per Personnel Commission rules, this was presented to the Commissioners for informational purposes.

2. Request for Study – Extended Student Services Supervisor

Extended Student Services Supervisors submitted a request for review of their classification. The application was reviewed but lacked evidence of significant change in duties to support a full study. Per Personnel Commission rules, this was presented to the Commissioners for informational purposes.

3. Next Personnel Commission Meeting

The next Personnel Commission meeting is scheduled for Monday, July 10, 2017 at 4:30 p.m.

G. ADJOURNMENT

The meeting adjourned at 5:04 p.m.