

**PERSONNEL COMMISSION
Poway Unified School District
15250 Avenue of Science
San Diego, California 92128**

**MINUTES
Monday, April 4, 2016**

A. PRELIMINARY FUNCTIONS

1. Call To Order

The meeting of the Personnel Commission was called to order at 4:30 p.m., Monday, April 4, 2016, in the Community Room East by Chairperson, David Little.

Members Present: David Little, Chairperson
Darren Keenaghan, Member

Member Absent: Margaret Wyatt, Chairperson

Staff Present: Corrie Amador, Director, Personnel Commission

Guests: Nancy Dannhauser, Attendance and Discipline
Linda Farmer, PSEA
David Hall, PSS
Jane Kennington, Personnel Commission
Jim La Jeunesse, SEIU
Shawn Wirth, Attendance and Discipline

2. Welcome to the Public

a. Recognition of Classified Employee of the Year – Nancy Dannhauser

The Personnel Commission recognized Nancy Dannhauser, Administrative Assistant II in Attendance and Discipline, as Classified Employee of the Year.

3. Approval of the Agenda

It was moved (Darren Keenaghan), seconded (David Little) and carried (2-0, 1 absent) to approve the agenda for the April 4, 2016, Personnel Commission Regular meeting.

B. STAFF INFORMATION ITEMS AND REPORTS

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

1. Communications

a. Board Briefs from the March 8, 2016, Board of Education meeting

2. Operating Budget Report

3. Recruitment Status Report

4. Report of Testing

C. COMMENTS

1. Public Comments Pertaining to Non-Agenda Items

There were none.

2. Commissioners

There were none.

3. Director

Director Amador shared the following items:

- Staff have been really busy working on recruitments. Currently, we are working with School Services of California on the recruitment for Associate Superintendent, Business Support Services. Also, the recruitment for Director, Facilities, Maintenance and Operations has been opened.
- Staff are preparing for the PeopleSoft conversion in July.
- Employee service recognition event is on April 18 and 19.

4. District

The District is in their high peak hiring season, including recruitment for three principal vacancies.

5. PSEA

There were none.

6. SEIU

There were none.

7. Staff

There were none.

D. CONSENT AGENDA

- 1. Approval of the Regular Meeting Minutes of March 7, 2016**
- 2. Approval of the Special Meeting Minutes of March 21, 2016**
- 3. Ratification of Eligibility Lists (PC 50.100.1 (A)):**
 - a. Food and Nutrition Delivery Driver**
 - b. Food and Nutrition Assistant II**
 - c. Instructional Assistant I – Special Education**
 - d. Instructional Assistant II – Special Education**
 - e. Program Aide – ASES**
 - f. Food and Nutrition Warehouse Specialist**
 - g. Literacy Media Resource Technician**
 - h. Program Aide – ESS**
 - i. Behavioral Intervention Instructional Assistant**
 - j. Instructional Assistant – Preschool**
 - k. Instructional Assistant**
 - l. Instructional Assistant I – Special Education**
 - m. Instructional Assistant II – Special Education**
 - n. Student Services Assistant**
- 4. Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)**

It was moved (Darren Keenaghan), seconded (David Little) and carried (2-0, 1 absent) to approve the consent agenda for the April 4, 2016, Personnel Commission regular meeting.
Roll Call Vote: Darren Keenaghan – Aye; David Little – Aye; Margaret Wyatt – Absent

E. ACTION ITEMS

F. DISCUSSION

1. First Reading of 2016 – 2017 Personnel Commission Budget

The proposed budget for the Personnel Commission for fiscal year 2016 – 2017 was presented for a first reading. The budget will be brought back to the May meeting for an open hearing and final approval by the Personnel Commission.

2. Next Personnel Commission Meeting

The next Personnel Commission meeting is scheduled for Monday, May 2, 2016, at 4:30 p.m.

G. CLOSED SESSION

1. Public Employee Performance Evaluation

There was no closed session. The meeting was adjourned at 4:52 p.m.

Respectfully Submitted,
Jolie Napier-Vea
Human Resources Analyst