

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

**MINUTES  
Monday, October 3, 2016**

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**A. PRELIMINARY FUNCTIONS**

**1. Call To Order**

The meeting of the Personnel Commission was called to order at 4:37 p.m., Monday, October 3, 2016, in the Community Room East by Chairperson, David Little.

Members Present: David Little, Chairperson  
Darren Keenaghan, Member

Staff Present: Corrie Amador, Director, Personnel Commission  
Jane Kennington, Human Resources Analyst  
Jolie Napier-Vea, Human Resources Analyst  
Gigi Lenz, Administrative Assistant II

Guests: Jim LaJeunesse, SEIU representative

**2. Welcome to the Public**

**3. Approval of the Agenda**

Wait 2 minutes for Margaret Wyatt. Change Order of agenda motioned by Darren Keenaghan, seconded by David Little.

**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 September 13, Board of Education meeting**
- b. **Reappointment of Personnel Commissioner – Employee Association Appointee**

**2. Operating Budget Report**

**3. Recruitment Status Report**

**4. Report of Testing**

**C. COMMENTS**

**1. Public Comments Pertaining to Non-Agenda Items**

None

**2. Commissioners**

There were none.

**3. Director**

The final presentation of the Classification Review Cycle will go to the Board of Education on Tuesday, October 18.

Annual Report for 2015-16 will be presented to BOE on October 18, 2016

PC will be conducting a 3-day job shadow of the School Administrative Assistants including a focus group meeting this week.

This month we will begin reviewing our existing documentation regarding the classifications identified in year one of the cycle. We will also develop the classification specific job questionnaires and submit them to staff and administrators for feedback. We will also identify staff to interview or shadow and begin scheduling meetings.

On October 27, Corrie attending a Business Expo with the Poway Chamber of Commerce. We were invited to participate and share our current job openings.

**4. District**

No representative present.

**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 September 12, 2016**

**2. Ratification of Eligibility Lists (PC 50.100.1 (A)):**

- a. **Music Assistant**
- b. **Counseling Assistant- Middle school**
- c. **Instructional Assistant I- Special Education**
- d. **Instructional Assistant II- Special Education**
- e. **Student Health Care Specialist**
- f. **Executive Assistant**
- g. **Program Aide- ASES**
- h. **Department Operations Technician**
- i. **Guidance Technician**
- j. **Instructional Assistant – English Language Learner**
- k. **School Secretary**

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

**E. ACTION ITEMS**

**1. Second Reading and Approval: Change to Personnel Commission Rule 30.400.1 -Requests for Study**

**a. Description**

**b. Public Comment**

There was none.

**c. Deliberation and Vote by the Commission**

d. Motioned by Darren Keenaghan, Seconded by David Little, Margaret Wyatt not present. Carried 2-0 to approve change to Personnel Commission Rule 30.400.1

**2. Classified Review Recommendation (Reallocation): Associate Superintendent, Business Support Services**

a. **Description-** Increasing the salary to gain competitive ground with hopes of attracting high qualified candidates.

**b. Public Comment**

There was none.

**c. Deliberation and Vote by the Commission**

Motioned by Darren Keenaghan, seconded by David Little, Margaret Wyatt not present. Carried 2-0 to approve reallocation of Associate Superintendent Business Support Services for purposed of recruitment.

**F. DISCUSSION**

**1. Next Personnel Commission Meeting**

The next Personnel Commission meeting is scheduled for Monday, November 7, 2016 at 4:30 p.m.

David Little will be out of town and will be unable to attend the Personnel Commission meeting in the month of November. He is ok with the date agreed upon my Darren Keenaghan and Margaret Wyatt.

**G. CLOSED SESSION**

**1. Public Employee Performance Evaluation**

The meeting adjourned to closed session at 4:50 p.m. No closed session.

Respectfully Submitted,  
Gigi Lenz  
Administrative Assistant II