

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

**MINUTES
Monday, March 20, 2017**

A. PRELIMINARY FUNCTIONS

1. Call To Order

The meeting of the Personnel Commission was called to order at 4:34 p.m., Monday, March 20, 2017, in the Aztec Room by Chairperson, Margaret Wyatt.

Members Present: Margaret Wyatt, Chairperson
Darren Keenaghan, Member

2. Welcome to the Public

3. Approval of the Agenda

It was moved (Keenaghan) seconded (Wyatt) and carried (2-0) to approve the agenda for the March 20, 2017, Personnel Commission Regular meeting.

B. ACTION ITEMS

Classification Review Recommendation: ROP/AE Office Specialist (Reclassification)

It was moved (Keenaghan) seconded (Wyatt), and carried (2-0)
Roll Call Vote: Wyatt – Aye, Keenaghan – Aye, Little – Absent

C. STAFF INFORMATION ITEMS AND REPORTS

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

1. Communications

- a. Board Briefs from the February 14, 2017, Board of Education meeting
- b. Board Briefs from the March 7, 2017 Board of Education meeting

2. Operating Budget Report

- a. First Read of 2017-2018 budget at next month's meeting

3. Recruitment Status Report

4. Report of Testing

D. COMMENTS

1. Public Comments Pertaining to Non-Agenda Items

None

2. Commissioners

None

3. Director

School site visits are being done to connect with staff and students.
Job Shadow/Analysis continues.
Classification Review Cycle interviews getting back on schedule.
WRIPAC training – Job Analysis coming up and hosted by PUSD.

Everyday Heroes and Team PUSD recognitions on March 21, 2017 Board of Education meeting.

4. District
None

5. Employee Association
Library Media Technician classification being readdressed by Cabinet.
Concerns regarding long time frame for Classification reviews.
Director Amador to report on secure budget.

6. Staff
None

E. CONSENT AGENDA

1. Approval of the Regular Meeting Minutes of February 6, 2017

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

- a) Custodial Supervisor I
- b) Custodial Supervisor II
- c) Instructional Assistant I – Special Education
- d) Instructional Assistant II – Special Education
- e) Computer Resource Assistant
- f) Program Aide – ESS
- g) Bus Transportation Aide
- h) Program Aide – ASES
- i) Instructional Assistant – Physical Education
- j) Food and Nutrition Assistant I
- k) Student Health Care Specialist
- l) Instructional Assistant I – Special Education
- m) Instructional Assistant II – Special Education
- n) Assistant Director of Finance
- o) School Administrative Assistant – Elementary
- p) Office Assistant II
- q) Instructional Assistant – Preschool
- r) Plumber
- s) Program Aide - ESS

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

It was moved (Keenaghan) seconded (Wyatt), and carried (2-0) to approve the consent agenda for the March 20, 2017, Personnel Commission regular meeting.

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

F. DISCUSSION

1. District 2017-2018 Budget

Additional information to be provided at next month's meeting.

2. Next Personnel Commission Meeting

The next Personnel Commission meeting is scheduled for Monday, April 3, 2017 at 4:30 p.m.

G. ADJOURNMENT

The meeting adjourned at 4:48 p.m.