

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

**MINUTES**  
**Monday, May 9, 2016**

---

**A. PRELIMINARY FUNCTIONS**

**1. Call To Order**

The meeting of the Personnel Commission was called to order at 4:30 p.m., Monday, May 9, 2016, in the Community Room East by Chairperson, David Little.

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

Staff Present: Corrie Amador, Director, Personnel Commission  
Jolie Napier-Vea, Human Resources Analyst

Guests: Dan Cicchelli, Special Education  
Susan Cooper, Los Penasquitos Elementary School  
Arthur Hall, Warehouse  
David Hall, PSS  
Judy Hughes, Mesa Verde Middle School  
Paul Kelly, Food and Nutrition  
Jane Kennington, Personnel Commission  
Randy Kirkham, Food and Nutrition  
Jim La Jeunesse, Warehouse/SEIU  
Nick Lombardo, SEIU  
Sean McCurdy, Food and Nutrition  
Christa McIntosh, Stone Ranch Elementary School  
Fabian Munoz, Warehouse  
Carl Pino, Warehouse  
Joy Ramiro, Finance  
Patricia Sellers, Monterey Ridge Elementary School  
David Smith, Meadowbrook Middle School  
Frank Serna, Warehouse  
Alison Thompson, Pomerado Elementary School  
Ritchard Thompson, Del Norte High School

**2. Welcome to the Public**

**a. Recognition of Classified Employee of the Year – Christa McIntosh**

The Personnel Commission recognized Christa McIntosh, Library Media Technician – Elementary at Stone Ranch Elementary School, as Classified Employee of the Year.

**3. Approval of the Agenda**

It was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (3-0) to approve the agenda for the May 9, 2016, Personnel Commission Regular meeting.

**B. STAFF INFORMATION ITEMS AND REPORTS**

The following items were included in the Personnel Commission packet for information. A correction was made to the Recruitment Status Report. The Literacy Media Resource Technician site was incorrectly identified.

1. **Communications**
  - a. **Board Briefs from the April 5, 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:

- The end of the school year is fast approaching.
- Team PUSD and Everyday Heroes will be presented at the Board of Education meeting on June 22.
- The ACCR has discussed the realignment of job families and plan to present the recommendation at the Personnel Commission meeting in June.
- Individual classification reviews are on going and several site visits have been conducted as part of this process.

4. **District**

The District is in their high peak hiring season, including preparation of staffing matrixes for sites.

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 April 4, 2016**

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

- a. **Library Media Technician – Secondary**
- b. **Behavioral Intervention Instructional Assistant**
- c. **Lead Custodian**
- d. **Food and Nutrition Assistant I**

- e. **Bus Driver**
- f. **Executive Assistant to the Superintendent I**
- 3. **Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)**

It was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (3-0) to approve the consent agenda for the May 9, 2016, Personnel Commission regular meeting.

Roll Call Vote: Darren Keenaghan – Aye; David Little – Aye; Margaret Wyatt – Aye

## **E. ACTION ITEMS**

- 1. **Classification Review Recommendation: Financial Analyst (New Classification; Reclassification)**
  - a. **Description**

A recommendation was presented to the Personnel Commission to approve the new classification of Financial Analyst and recommend the allocation to Range 49 of the Office, Business, Technical and Paraprofessional salary schedule to the Board of Education. In addition, it was recommended that Jun Siopongco be reclassified to the new classification of Financial Analyst in accordance with Personnel Commission Rule 30.400.3. The classification and Director's analysis were reviewed by the ACCR on April 26, 2016, and the committee was in agreement.
  - b. **Public Comment**

There were none.
  - c. **Deliberation and Vote by the Commission**

It was moved (Margaret Wyatt), seconded (Darren Keenaghan) and carried (3-0) to approve the new classification of Financial Analyst and recommend the allocation to Range 49 of the Office, Business, Technical and Paraprofessional salary schedule to the Board of Education in accordance with Personnel Commission Rule 30.400.3. It was further moved and carried that Jun Siopongco be reclassified to the new classification of Financial Analyst.
- 2. **Classification Review Recommendation**
  - a. **Food and Nutrition Delivery Driver (Reallocation)**
    - a. **Description**

A recommendation was presented to the Personnel Commission to recommend the salary reallocation of Food and Nutrition Delivery Driver from Range 26 to Range 30 of the Operations Support Services salary schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on April 26, 2016, and the committee was in agreement.
    - b. **Public Comment**

There were none.
    - c. **Deliberation and Vote by the Commission**

It was moved (Margaret Wyatt), seconded (Darren Keenaghan), and carried (3-0) to recommend the salary reallocation of Food and Nutrition Delivery Driver from Range 26 to Range 30 of the Operations Support Services salary schedule to the Board of Education.

**b. Food and Nutrition Warehouse Specialist (Reallocation)**

**a. Description**

A recommendation was presented to the Personnel Commission to recommend the salary reallocation of Food and Nutrition Warehouse Specialist from Range 28 to Range 34 of the Operations Support Services salary schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on April 26, 2016, and the committee was in agreement.

**b. Public Comment**

There were none.

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

It was moved (Margaret Wyatt), seconded (Darren Keenaghan), and carried (3-0) to recommend the salary reallocation of Food and Nutrition Warehouse Specialist from Range 28 to Range 34 of the Operations Support Services salary schedule to the Board of Education.

**c. Storekeeper (Reallocation)**

**a. Description**

A recommendation was presented to the Personnel Commission to recommend the salary reallocation of Storekeeper from Range 30 to Range 34 of the Operations Support Services salary schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on April 26, 2016, and the committee was in agreement.

**b. Public Comment**

There were none.

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

It was moved (Margaret Wyatt), seconded (Darren Keenaghan), and carried (3-0) to recommend the salary reallocation of Storekeeper from Range 30 to Range 34 of the Operations Support Services salary schedule to the Board of Education.

**d. Warehouse Worker**

**a. Description**

A recommendation was presented to the Personnel Commission to recommend the salary reallocation of Warehouse Worker from Range 26 to Range 30 of the Operations Support Services salary schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on April 26, 2016, and the committee was in agreement.

**b. Public Comment**

There were none.

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

It was moved (Margaret Wyatt), seconded (Darren Keenaghan), and carried (3-0) to recommend the salary reallocation of Warehouse Worker from Range 26 to Range 30 of the Operations Support Services salary schedule to the Board of Education.

**3. Classification Review Recommendation: Irrigation Technician (Revision to Classification Description)**

**a. Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the Irrigation Technician classification description. The classification and Director's analysis were reviewed by the ACCR on April 26, 2016, and the committee was in agreement.

**b. Public Comment**

There were none.

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

It was moved (Margaret Wyatt), seconded (Darren Keenaghan), and carried (3-0) to approve the revisions to the Irrigation Technician classification description.

**4. Classification Review Recommendation**

**a. Occupational Therapist (Reallocation)**

**a. Description**

A recommendation was presented to the Personnel Commission to recommend the salary reallocation of Occupational Therapist from Range 54 to Range 58 of the Office, Business, Technical and Paraprofessional salary schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on April 26, 2016, and the committee was in agreement.

**b. Public Comment**

There were none.

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

It was moved (Margaret Wyatt), seconded (Darren Keenaghan), and carried (3-0) to recommend the salary reallocation of Occupational Therapist from Range 54 to Range 58 of the Office, Business, Technical and Paraprofessional salary schedule to the Board of Education.

**b. Physical Therapist (Reallocation)**

**a. Description**

A recommendation was presented to the Personnel Commission to recommend the salary reallocation of Physical Therapist from Range 54 to Range 58 of the Office, Business, Technical and Paraprofessional salary schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on April 26, 2016, and the committee was in agreement.

**b. Public Comment**

There were none.

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

It was moved (Margaret Wyatt), seconded (Darren Keenaghan), and carried (3-0) to recommend the salary reallocation of Physical Therapist from Range 54 to Range 58 of the Office, Business, Technical and Paraprofessional salary schedule to the Board of Education.

**5. Open Hearing and Approval of the 2016 – 2017 Personnel Commission Budget**

A hearing regarding the 2016 – 2017 Personnel Commission was opened at 5:10 p.m. There being no comment, the hearing was closed at 5:12 p.m.

It was moved (Darren Keenaghan), seconded (Margaret Wyatt), and carried (3-0) to approve the 2016 – 2017 Personnel Commission budget.

**F. DISCUSSION**

**1. Next Personnel Commission Meeting**

The next Personnel Commission meeting is scheduled for Monday, June 6, 2016, 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 5:42 p.m. During closed session, no action was taken. The meeting was adjourned at 5:43 p.m.

Respectfully Submitted,  
Jolie Napier-Vea  
Human Resources Analyst