

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

**MINUTES**  
**Monday, June 6, 2016**

---

**A. PRELIMINARY FUNCTIONS**

**1. Call To Order**

The meeting of the Personnel Commission was called to order at 4:30 p.m., Monday, June 6, 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: Emily Cena, Food and Nutrition  
Linda Farmer, Finance  
David Hall, PSS  
Dawn Kale, Information Technology  
Jane Kennington, Personnel Commission

**2. Welcome to the Public**

**3. Approval of the Agenda**

It was moved (Darren Keenaghan), seconded (David Little) and carried (2-0; Ms. Wyatt absent at the time of the vote) to approve the agenda for the June 6, 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 May 31, 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 last day of the school is June 9.
- Team PUSD and Everyday Heroes will be presented at the Board of Education meeting on June 22.
- Individual classification reviews are on going and several site visits have been conducted as part of this process.
- The Personnel Commission budget for 2016-2017 was approved by SDCOE. The recruitment to fill the new Human Resources Analyst is in progress.

**4. District**

The District is busy with the end of year activities and is working on staffing and hiring for the fall.

**5. PSEA**

There were none.

**6. SEIU**

There were none.

**7. Staff**

Staff reported they have been heavily involved with filling summer work positions in ESS, Aquatics, Extended School Year – Special Education, and school site clerical and campus security personnel.

**D. CONSENT AGENDA**

**1. Approval of the Regular Meeting Minutes of May 9, 2016**

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

- a. **Instructional Assistant I – Special Education**
- b. **Instructional Assistant II – Special Education**
- c. **Payroll Technician**
- d. **Food and Nutrition Assistant I**
- e. **Food and Nutrition Assistant II**
- f. **Bus Transportation Aide**
- g. **Program Aide – ESS**
- h. **Director, Facilities, Maintenance and Operations**
- i. **Senior Lifeguard**
- j. **General Lifeguard**
- k. **Instructional Assistant – Vocational Education (Automotive Program)**
- l. **Instructional Assistant I – Special Education**
- m. **Instructional Assistant II – Special Education**
- n. **Associate Superintendent, Business Support Services**
- o. **Human Resources Assistant**

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

It was moved (Darren Keenaghan), seconded (David Little) and carried (2-0; Ms. Wyatt absent at the time of the vote) to approve the consent agenda for the June 6, 2016, Personnel Commission regular meeting.

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

## **E. ACTION ITEMS**

- 1. Classification Review Recommendation: Food and Nutrition Dietetic Supervisor (New Classification)**
  - a. Description**

A recommendation was presented to the Personnel Commission to approve the new classification of Food and Nutrition Dietetic Supervisor and recommend the allocation to Range S27 of the Supervisory salary schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on May 31, 2016, and the committee was in agreement.
  - b. Public Comment**

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

It was moved (Darren Keenaghan), seconded (David Little) and carried (3-0) to approve the new classification of Food and Nutrition Dietetic Supervisor and recommend the allocation to Range S27 of the Supervisory salary schedule to the Board of Education.
  
- 2. Classification Review Recommendation: Food and Nutrition Operations Supervisor (Revision to Classification Description)**
  - a. Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the Food and Nutrition Operations Supervisor classification description. The classification and Director's analysis were reviewed by the ACCR on May 31, 2016, and the committee was in agreement.
  - b. Public Comment**

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

It was moved (Darren Keenaghan), seconded (David Little) and carried (3-0) to approve the revisions to the Food and Nutrition Operations Supervisor classification description. The classification and Director's analysis were reviewed by the ACCR on May 31, 2016, and the committee was in agreement.
  
- 3. Classification Review Recommendation**
  - a. Systems Administrator (Revision to Classification Description)**
    - a. Description**
      - b. A recommendation was presented to the Personnel Commission to approve the revisions to the Systems Administrator classification description. The classification and Director's analysis were reviewed by the ACCR on May 31, 2016, and the committee was in agreement.
    - c. Public Comment**

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

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

**b. Systems Engineer (Revision to Classification Description)**

**a. Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the Systems Engineer classification description. The classification and Director's analysis were reviewed by the ACCR on May 31, 2016, and the committee was in agreement.

**b. Public Comment**

There were none.

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

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

**F. DISCUSSION**

**1. First Reading: Realignment of Classification Plan**

The proposed realignment of the classification plan was presented to the Personnel Commission for discussion. During the discussion, the proposed realignment of job families was discussed. This item will be brought back to the Personnel Commission for further discussion and approval at a later meeting.

**2. Next Personnel Commission Meeting**

The next Personnel Commission meeting was originally scheduled for Monday, July 11, 2016, at 4:30 p.m. However, the Personnel Commission decided to cancel this meeting and move the next meeting to Monday, August 1, 2016, at 4:30 p.m.

**G. CLOSED SESSION**

**1. Public Employee Performance Evaluation**

The meeting adjourned to closed session at 5:04 p.m. The meeting returned to open session at 5:30 p.m. During closed session, no action was taken. The meeting was adjourned at 5:31 p.m.

Respectfully Submitted,  
Jolie Napier-Vea  
Human Resources Analyst