

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

SPECIAL MEETING MINUTES
Monday, March 21, 2016

A. PRELIMINARY FUNCTIONS

1. Call To Order

The special meeting of the Personnel Commission was called to order at 4:30 p.m., Monday, March 21, 2016, in the Community Room West 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: Linda Farmer, PSEA
Jane Kennington, Personnel Commission
Charles Sellers, Board Member
Lynnette Turner, PSEA

2. Welcome to the Public

3. Approval of the Agenda

It was moved (Margaret Wyatt), seconded (Darren Keenaghan) and carried (3-0) to approve the agenda for the March 21, 2016, Personnel Commission special meeting.

B. ACTION ITEMS

1. Classification Review Recommendation: Associate Superintendent, Business Support Services (Revision to Classification Description)

a. Description

This item was originally presented at the March 7, 2016, Personnel Commission meeting. The motion was tabled for decision until after the March 8, 2016, Board of Education meeting in order to allow for input regarding the duties of the classification. A recommendation was presented to the Personnel Commission to approve revisions to the Associate Superintendent, Business Support Services classification description. The classification and Director's analysis were reviewed by the Superintendent's Cabinet, ACCR and the Board of Education.

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 Associate Superintendent, Business Support Services classification description.

2. **Classification Review Recommendation: Executive Assistant to the Board of Education/Superintendent's Office (Revision to Classification Description)**
 - a. **Description**

This item was originally presented at the March 7, 2016, Personnel Commission meeting. The motion was tabled for decision until after the March 8, 2016, Board of Education meeting. The salary reallocation recommendation was approved by the Board of Education. A recommendation was presented to the Personnel Commission to approve revisions to the classification description with the new title of Executive Assistant to the Superintendent I. The classification and Director's analysis were reviewed by the Superintendent's Cabinet, ACCR and the Board of Education.
 - b. **Public Comment**

Mr. Charles Sellers, member of the Board of Education, provided the Commissioners with a document listing his desired changes for the class description. Board Member Sellers voiced concern over the perception of the position as it supports the Board of Education.
 - c. **Deliberation and Vote by the Commission**

It was moved (Darren Keenaghan), seconded (Margaret Wyatt) to approve the revisions to the classification description with the new title of Executive Assistant to the Superintendent I. After extensive discussion and deliberation, the motion to approve the description was amended to add "in the performance of duties as Secretary to the Board of Education" in the "Basic Function" and "Ability to" sections. The amended motion carried (2-1).
3. **Classification Review Recommendation: Executive Assistant to the Superintendent (Revision to Classification Description)**
 - a. **Description**

This item was originally presented at the March 7, 2016, Personnel Commission meeting. The motion was tabled for decision until after the March 8, 2016, Board of Education meeting. The salary reallocation recommendation was approved by the Board of Education. A recommendation was presented to the Personnel Commission to approve revisions to the classification description with the new title of Executive Assistant to the Superintendent II. The classification and Director's analysis were reviewed by the Superintendent's Cabinet, ACCR and the Board of Education.
 - 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 classification description with the new title of Executive Assistant to the Superintendent II.
4. **Classification Review Recommendation: Payroll Technician (Revision to Classification Description)**
 - a. **Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the Payroll Technician classification description. The classification

and Director's analysis were reviewed by the ACCR on March 10, 2016, and after some additional discussion, 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 Payroll Technician classification description.

C. DISCUSSION

1. Next Personnel Commission Meeting

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

D. ADJOURNMENT

The meeting was adjourned at 5:25 p.m.

Respectfully Submitted,
Jolie Napier-Vea
Human Resources Analyst