

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

MINUTES
Monday, March 7, 2016

A. PRELIMINARY FUNCTIONS

1. Call To Order

The meeting of the Personnel Commission was called to order at 4:30 p.m., Monday, March 7, 2016, in the Community Room East by Vice Chairperson, Margaret Wyatt.

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

Member Absent: David Little, Chairperson

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

Guests: Ramon Asias, BHMS
Janet Barbo, Finance
Linda Farmer, PSEA
David Hall, PSS
Jane Kennington, Personnel Commission
Brigitte Mignella, BSS
Jane Neal, Finance
Joy Ramiro, Finance

2. Welcome to the Public

3. Approval of the Agenda

It was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (2-0) to approve the agenda for the March 7, 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 February 9, 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:

- On February 24, surprise visits were made to the Classified Employees of the Year. They are Nancy Dannhauser, Administrative Assistant II in Attendance and Discipline at the District Office and Christa McIntosh, Library Media Technician – Elementary at Stone Ranch Elementary School.
- A “years of service” recognition event will be held in April.
- Job families are being revised and proposed changes will be presented to the ACCR.
- The 2016-17 Personnel Commission budget will be presented at the April meeting for first reading.
- Site visits to some ESS and Preschool sites were made along with Barbara Scholl, Director of ESS and Preschool.
- The District website has shifted over to a new platform. Personnel Commission staff attended training for the new platform.
- The Personnel Commissioners now have their own PUSD emails.

4. District

The District is gearing up for hiring teachers for the 2016-17 school year. They will be participating in several job fairs over the next few months and are working on being proactive with hiring for special education assignments.

5. PSEA

PSEA shared they were having issues accessing the Personnel Commission meeting packet from the website, but have been able to access it now. They also expressed a concern over the delay in completion of classification studies.

6. SEIU

There were none.

7. Staff

There were none.

D. CONSENT AGENDA

1. Approval of the Regular Meeting Minutes of February 1, 2015

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

- a. **Athletic Trainer**
- b. **Behavioral Intervention Instructional Assistant**
- c. **Instructional Assistant – Vocational Education (Teen Parent Program)**
- d. **Data and Assessment Technician**
- e. **Lead Extended Student Services (ESS) Assistant**
- f. **Safety/Environmental Technician**
- g. **Computer Resource Assistant**
- h. **Instructional Assistant I – Special Education**
- i. **Instructional Assistant II – Special Education**
- j. **Food and Nutrition Procurement Specialist**
- k. **Vehicle Service Worker**
- l. **General Lifeguard**

- m. **Counseling Assistant**
- 3. **Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)**
- 4. **Termination of Eligibility List – Payroll Technician (Personnel Commission Rule 40.200.6 A (1) – Change to Examination)**

It was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (2-0, 1 absent) to approve the consent agenda for the February 1, 2016, Personnel Commission regular meeting.

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

E. ACTION ITEMS

1. **Classification Review Recommendation: Accounting Assistant IV (Reclassification)**
 - a. **Description**
A recommendation was presented to the Personnel Commission to approve the reclassification of an Accounting Assistant IV position to an Accounting Technician and that the incumbent, Janet Barbo, be reclassified according to Personnel Commission Rule 30.400.3 due to a gradual accretion of duties. The classification and Director’s analysis were reviewed by the ACCR on February 29, 2016, and the committee was in agreement.
 - b. **Public Comment**
PSEA voiced their support of the recommendation.
 - c. **Deliberation and Vote by the Commission**
It was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (2-0, 1 absent) to approve the reclassification of Janet Barbo to Accounting Technician based on gradual accretion of duties and in accordance with Personnel Commission Rule 30.400.3.
2. **Classification Review Recommendation: Associate Superintendent, Business Support Services (Revision to Classification Description)**
 - a. **Description**
A recommendation was presented to the Personnel Commission to approve the revisions to the classification description of Associate Superintendent, Business Support Services. The Director’s analysis was reviewed by the ACCR on February 29, 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) to approve the revisions to the classification description of Associate Superintendent, Business Support Services. Commissioner Wyatt expressed concern that taking action on the class description revisions ahead of the March 8, 2016, meeting of the Board of Education would not provide Board Members with adequate time to provide input regarding the changes. She moved to table the motion to a future meeting. After extensive discussion, a vote was called and the motion died (1-1, 1 absent).

3. Classification Review Recommendation: Crew Chief (Reclassification)

a. Description

A recommendation was presented to the Personnel Commission to reclassify the Crew Chief position at Bernardo Heights Middle School due to reorganization and to further recommend that the Personnel Commission waive Rule 30.400.2 in this instance and approve reclassification for Ramon Asias to Lead Custodian retroactively to October 29, 2015, based on successful placement on the eligibility list. The classification and Director's analysis were reviewed by the ACCR on February 29, 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 (2-0, 1 absent) to recommend that the Crew Chief position at Bernardo Heights Middle School be reclassified due to reorganization and to further recommend that the Personnel Commission waive Rule 30.400.2 in this instance and that Ramon Asias be reclassified to Lead Custodian retroactively to October 29, 2015, based on successful placement on the eligibility list.

4. Classification Review Recommendation: Director, Facilities, Maintenance and Operations (Revision to Classification Description)

a. Description

A recommendation was presented to the Personnel Commission to approve revisions to the Director, Facilities, Maintenance and Operations classification. The classification and Director's analysis were reviewed by the ACCR on February 29, 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 (2-0, 1 absent) to approve revisions to the Director, Facilities, Maintenance and Operations classification.

5. Classification Review Recommendation: Executive Assistant Series

a. Executive Assistant (Revision to Classification Description)

a. Description

A recommendation was presented to the Personnel Commission to approve the revisions to the classification description of Executive Assistant. The classification and Director's analysis were reviewed by the ACCR on February 29, 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 (2-0, 1 absent) to approve the revisions to the classification description for Executive Assistant.

b. Executive Assistant (Confidential) (Revision to Classification Description; Title Change; Reallocation)

a. Description

A recommendation was presented to the Personnel Commission to approve revisions to the classification description of Executive Assistant with the new title of Executive Assistant to the Associate Superintendent and recommend the reallocation from Range 10 to Range 15 of the Confidential salary schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on February 29, 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 (2-1, 1 absent) to approve revisions to the classification description of Executive Assistant with the new title of Executive Assistant to the Associate Superintendent and recommend the reallocation from Range 10 to Range 15 of the Confidential salary schedule to the Board of Education.

c. Executive Assistant to the Board of Education/Superintendent's Office (Revision to Classification Description; Title Change; Reallocation)

a. Description

A recommendation was presented to the Personnel Commission to approve revisions to the classification description of Executive Assistant to the Board of Education/Superintendent's Office with the new title of Executive Assistant to the Superintendent I and recommend the reallocation from Range 13 to Range 18 of the Confidential salary schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on February 29, 2016, and the committee was in agreement.

b. Public Comment

There were none.

c. Deliberation and Vote by the Commission

It was (Darren Keenaghan), seconded (Margaret Wyatt) to approve revisions to the classification description of Executive Assistant to the Board of Education/Superintendent's Office with the new title of Executive Assistant to the Superintendent I and recommend the reallocation from Range 13 to Range 18 of the Confidential salary schedule to the Board of Education. Commissioner Wyatt expressed concern that taking action on the class description revisions ahead of the March 8, 2016, meeting of the Board of Education would not provide Board Members with adequate time to provide input regarding the changes. After extensive discussion, it was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (2-0, 1 absent) to table the original motion. It was then moved (Darren

Keenaghan), seconded (Margaret Wyatt) and carried (2-0, 1 absent) to recommend the reallocation of Executive Assistant to the Board of Education/Superintendent's Office from Range 13 to Range 18 of the Confidential salary schedule to the Board of Education.

d. Executive Assistant to the Superintendent (Revision to Classification Description; Title Change; Reallocation)

a. Description

A recommendation was presented to the Personnel Commission to approve revisions to the classification description of Executive Assistant to the Superintendent with the new title of Executive Assistant to the Superintendent II and recommend the reallocation from Range 17 to Range 21 of the Confidential salary schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on February 29, 2016, and the committee was in agreement.

b. Public Comment

There were none.

c. Deliberation and Vote by the Commission

It was (Darren Keenaghan), seconded (Margaret Wyatt) to approve revisions to the classification description of Executive Assistant to the Board of Education/Superintendent's Office with the new title of Executive Assistant to the Superintendent II and recommend the reallocation from Range 17 to Range 21 of the Confidential salary schedule to the Board of Education. Due to the nature of the relationship of this classification to the Executive Assistant to the Board of Education/Superintendent's Office, it was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (2-0, 1 absent) to table the original motion. It was then moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (2-0, 1 absent) to recommend the reallocation of Executive Assistant to the Superintendent from Range 17 to Range 21 of the Confidential salary schedule to the Board of Education.

F. DISCUSSION

1. Next Personnel Commission Meeting

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

G. CLOSED SESSION

1. Personnel Exemption

2. Public Employee Performance Evaluation

The meeting adjourned to closed session at 6:11 p.m. The meeting returned to open session at 6:20 p.m. During closed session, no action was taken. The meeting was adjourned at 6:21 p.m.

Respectfully Submitted,
Jolie Napier-Vea
Human Resources Analyst