

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

MINUTES

Monday, September 12, 2016

A. PRELIMINARY FUNCTIONS

1. Call To Order

The meeting of the Personnel Commission was called to order at 4:30 p.m., Monday, September 12, 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
Jane Kennington, Human Resources Analyst
Jolie Napier-Vea, Human Resources Analyst

Guests: B.J. Brose, Extended Student Services
Linda Farmer, Finance
Gina Hull-Zanolini, Special Education
Katie Salo, Mt. Carmel High School

2. Welcome to the Public

3. Approval of the Agenda

It was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (3-0) to approve the agenda for the September 12, 2016, Personnel Commission Regular meeting as amended.

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 August 23, 2016, Board of Education meeting**
- b. **Reappointment of Personnel Commissioner – Employee Association Appointee**

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 that the Classification Review Cycle (CRC) will be presented at tonight's Personnel Commission meeting, September 19 at PSEA member meeting, and October 18 at the Board of Education meeting.
4. **District**
There were none.
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 August 1, 2016**
2. **Ratification of Eligibility Lists (PC 50.100.1 (A)):**
 - a. **Custodian**
 - b. **Programmer Analyst II**
 - c. **Student Services Assistant**
 - d. **Literacy Media Resource Technician**
 - e. **Occupational Therapist**
 - f. **Instructional Assistant I – Special Education**
 - g. **Instructional Assistant II – Special Education**
 - h. **Lead Middle School After School Education and Safety (ASES) Assistant**
 - i. **Instructional Assistant – Preschool**
 - j. **Instructional Assistant – Vocational Education (Teen Parent Program)**
 - k. **Human Resources Specialist**
 - l. **Instructional Assistant I – Special Education**
 - m. **Instructional Assistant II – Special Education**
 - n. **Program Aide – ESS**
 - o. **Instructional Assistant – Physical Education**
 - p. **Office Assistant**
 - q. **Director of Capital Facilities Funding and Planning**
3. **Extend Eligibility List for One (1) Year for the Purposes of Recruitment – Administrative Assistant I (PC 50.100.1 C)**
4. **Extend Eligibility List for One (1) Year for the Purposes of Recruitment –Student Services Specialist (PC 50.100.1 C)**
5. **Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)**

There was one change noted to the minutes. The Interim Superintendent was noted as Edward Valenzuela. It should be changed to Edward Velasquez. It was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (3-0) to approve the consent agenda for the September 12, 2016, Personnel Commission regular meeting as amended.

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

E. ACTION ITEMS

- 1. Classification Review Recommendation: Legal Support Specialist (New Classification)**
 - a. Description**

A recommendation was presented to the Personnel Commission to establish the new classification description of Legal Support Specialist and recommend the salary allocation of Range 8 of the Management salary schedule be submitted to the Board of Education.
 - b. Public Comment**

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

It was moved (Margaret Wyatt), seconded (Darren Keenahan) and carried (3-0) to establish the new classification description of Legal Support Specialist and recommend the salary allocation of Range 8 of the Management salary schedule be submitted to the Board of Education.

- 2. Approval of the 2015 – 16 Annual Report for Submission to the Board of Education**
 - a. Description**

The Personnel Commission Annual Report 2015-16 was prepared in accordance with Education Code Section 45266 and Personnel Commission Rules and Regulations 20.600. Following approval by the Personnel Commission, it is submitted as an information item to 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 2015 – 2016 Annual Report for submission to the Board of Education.

- 3. Second Reading and Approval: Change to Personnel Commission Rule 30.300.3 – Class Descriptions**
 - a. Description**

This item was presented to the Personnel Commission for second reading and approval.
 - 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 change to Personnel Commission Rule 30.300.3 – Class Descriptions.

F. DISCUSSION

1. Report on Promotional Recruitments

At the August 1 meeting of the Personnel Commission, Commissioner Little requested staff provide a report on promotional recruitments. Director Amador presented the information to the Personnel Commission.

2. First Reading: Change to Personnel Commission Rule 30.400.1 – Requests for Study

The proposed change to Personnel Commission Rule 30.400.1 – Requests for Study was presented to the Personnel Commission for discussion. This item will be presented to the Personnel Commission for further discussion and approval at the October 3, 2016, meeting.

3. Presentation: Classification Review Cycle

The Advisory Committee for Classification Review presented the proposed Classification Review Cycle to the Personnel Commission.

4. Next Personnel Commission Meeting

The next Personnel Commission meeting is scheduled for Monday, October 3, 2016, at 4:30 p.m.

G. CLOSED SESSION

1. Public Employee Performance Evaluation

The meeting adjourned to closed session at 5:38 p.m. The meeting returned to open session at 5:52 p.m. During closed session, no action was taken. The meeting was adjourned at 5:53 p.m.

Respectfully Submitted,
Jolie Napier-Vea
Human Resources Analyst