

**Poway Unified School District
PERSONNEL COMMISSION**

**15250 Avenue of Science, San Diego, CA 92128-3406
District Office – Community Room**

**MINUTES
Monday, July 8, 2019**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:55 p.m., Monday, July 8, 2019, in the Community Room by Chairperson, Margaret Wyatt.

Members Present: Margaret Wyatt, Commissioner
David Little, Vice Chairperson
Member Absent: Hans Christian Sison, Chairperson

2. Welcome to the Public

3. Approval of Agenda

It was moved (Wyatt), seconded (Little), and carried (2-0) to approve the agenda for the July 8, 2019, Personnel Commission regular meeting.

Vote: Ayes – Wyatt, Little, Absent: Sison

4. Approval of Minutes

Minutes of the May 6, 2019, Personnel Commission meeting

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes from the May 6, 2019, meeting.

Vote: Ayes – Wyatt, Little, Absent: Sison

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

There were no comments to report. Commissioners Wyatt and Little apologized for being unable to attend the June 3rd meeting due to unavoidable conflicts.

2. Director

Director Pilch announced that Personnel Commission employee Carolyn Teig was promoted to the position of Human Resources Analyst.

3. District

There were no comments to report.

4. Employee Association

Poway Schools Employees Association (PSEA) President, Courtney Martin, read the following statement:

We hope everyone is enjoying their summer!

The most pressing issue on PSEA employees minds is the classification review cycle. Pursuant to rule 30.300.11 and Per the agreement between Personnel Commission, PSEA and the District, the classification cycle was developed with Year 1 of the 6 year classification review cycle set to be completed in the 2016-2017 school year. As we approach the 2019-2020 school year, we should now be in year 4 of the six year cycle.

PSEA fully understands the scope and workload of the PC staff and is in no way implying they are inefficient in their duties. With more staff turnover than ever before, they must recruit and fill each position. Along with internal turnover within the department and management turnover in other departments, while having no district position control system, they certainly have a lot of work on their plates.

Perhaps we would not have as much turnover if we paid our classified employees at the 65 and above percentile of comparable districts like we pay our teachers or the 85 and above percentile that we pay our managers.

Classified employees have been more than patient as many have expressed working out of classification or working within their classification seeing similar jobs at other school districts being paid dollars more per hour. In addition to the 6 year cycle, there are several individual and group reclassification requests that have not been completed in years, one group in particular has been waiting for over 7 years.

According to rule 30.400.1 section b, requests for reclassifications shall not be considered if the classification is scheduled for review in the next two years. This means several employee requests were not considered if their position was scheduled to be reviewed in year 2 or year 3. Now that we are 3 years behind, these reclassification requests still have not been reviewed, and in many cases not submitted, leaving these employees to potentially continue working out of classification for several years. There is still no update as to when Year 2 classification reviews will move forward.

I am asked the status of the classification reviews on a daily basis. Typically, our June PSEA meeting has very low attendance as it takes place after school gets out. This year, however, was a packed house full of frustrations and questions regarding proper compensation.

It is evident to me that employees are tired of waiting and therefore...

PSEA is requesting the commissioners to take the following actions:

- assess why the classification cycle is three years behind and take steps to ensure the cycle moves forward so that classified employees are given like pay for like work.
- consider directing staff to conduct external salary studies based on a higher percentile of the median for comparable school districts, such as 60% or higher
- consider adding completion timelines to the rules and regulations regarding reclassification requests such as 1 year from the date submitted

We thank you for your time and consideration to matters of importance to classified employees.

5. Staff

There were no comments to report.

6. Operating Budget Report

The Operating Budget Report was included in agenda packet with nothing specific to report. Director Pilch stated that the OPAC software purchase is currently in progress and is expected to contribute significant efficiencies to the Personnel Commission workflow.

7. Recruitment Status Report

The Recruitment Status Report was included in agenda packet with nothing specific to report.

8. Report of Testing

The Report of Testing was included in agenda packet with nothing specific to report.

9. Communications

Board Briefs from the June 6, 2019, Board of Education meeting were included in agenda packet with nothing specific to report.

D. CONSENT AGENDA

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Consent Agenda for the July 8, 2019, Personnel Commission meeting.

Roll Call Vote: Ayes – Wyatt, Little, Absent: Sison

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

- a. Behavioral Intervention Instructional Assistant
- b. Food and Nutrition Area Supervisor
- c. Food and Nutrition Assistant I
- d. Food and Nutrition Delivery Driver
- e. Grounds Equipment Operator
- f. Groundskeeper I
- g. Instructional Assistant I Special Education
- h. Instructional Assistant II Special Education
- i. Instructional Assistant Preschool
- j. Lead Groundskeeper
- k. Lifeguard Swim Instructor
- l. Noon Duty Assistant
- m. Program Aide-ESS
- n. School Administrative Specialist I
- o. Human Resources Specialist
- p. Noon Duty Assistant
- q. Assistant Buyer
- r. Instructional Assistant – Preschool
- s. Senior Business Systems Analyst
- t. Noon Duty Assistant

- u. Crossing Guard
- v. Instructional Assistant I Special Education
- w. Instructional Assistant II Special Education
- x. Program Aide-ESS
- y. Program Aide-ESS
- z. Instructional Assistant English Language Learner
- aa. Noon Duty Assistant
- bb. Insurance Benefits Technician

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

E. ACTION ITEMS

- 1. Classification Recommendation: Pool Technician** (Establish New Classification)
- 2. Classification Recommendation: Lead Pool Technician** (Establish New Classification)
- 3. Classification Recommendation: Aquatics Coordinator** (Establish New Classification)

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the proposed Classification Recommendations; with a change to the wording of the minimum qualification to "...Two years (24 months) lead or supervisory experience".

Roll Call Vote: Ayes –Little and Wyatt, Absent: Sison

F. DISCUSSION

1. Rule Change: First Reading of 30.400.3 – Effects on Incumbents

Commission members discussed the proposed rule change and Director answered their questions.

G. FUTURE MEETINGS

Next regular Personnel Commission Meeting in the District Office (4:45 p.m.) on Monday, August 5, 2019. It was announced that the remaining 2019 meetings will be September 9, October 7, November 4 and December 2. Both Margaret Wyatt and David Little stated that they are unable to attend the October 7th meeting and requested that staff reschedule the meeting to October 14.

H. CLOSED SESSION

1. Personnel Commission Director's Performance
The meeting adjourned to closed session at 5:49 p.m. The meeting returned to open session at 6:38 p.m. During closed session, there were no reportable items.

I. ADJOURNMENT

The meeting adjourned at 6:39 p.m.