

**Poway Unified School District  
PERSONNEL COMMISSION**

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

**MINUTES  
Monday, September 9, 2019**

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**A. PRELIMINARY FUNCTIONS**

**1. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:49 p.m., Monday, September 9, 2019, in the Community Room by Chairperson, Margaret Wyatt.

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

**2. Welcome to the Public**

**3. Approval of Agenda**

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the agenda for the September 9, 2019, Personnel Commission regular meeting.

Vote: Ayes – Wyatt, Little, Sison

**4. Approval of Minutes**

**Minutes of the August 5, 2019, Personnel Commission meeting**

It was moved (Sison), seconded (Little), and carried (3-0) to approve the minutes from the August 5, 2019, meeting.

Vote: Ayes – Wyatt, Little, Sison

**B. COMMENTS**

There were no comments.

**C. INFORMATION ITEMS AND REPORTS**

**1. Commissioners**

There were no comments to report.

**2. Director**

Director Pilch announced that he wanted to thank the Personnel Commission staff for all of their fantastic work and the Commissioners for this opportunity. He has tried to move the commission in the right direction. It has been a pleasure being at PUSD and everyone will be missed. He will be available to all parties for any type of questions that may arise. Thank you to everyone.

3. **District**

Sandra Huezo wanted to thank Scott for always being available, for your wealth of knowledge and on behalf of our group, we wish you well in your new position and you will be missed.

4. **Employee Association**

Poway Schools Employees Association (PSEA) President, Courtney Martin, said that it has been a pleasure to work with Scott and wished him all the best. PSEA has noted the turnover in the department, and understands that the Personnel Commissioners are looking into the reasons for this.

Professional learning updates: PSEA Professional Growth Day is September 30, 2019 and there are many course offerings including the Instructional Assistant Collaboration on September 30<sup>th</sup>. In addition, the CPR Training in August had 134 attendees.

5. **Staff**

We also wish to thank Scott Pilch for his time here. We enjoyed having him with us and he definitely helped to make our department better.

6. **Operating Budget Report**

The Operating Budget Report was included in agenda packet with nothing specific to report.

7. **Recruitment Status Report**

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

8. **Report of Testing**

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

9. **Communications**

Board Briefs from the August 8, 2019, Board of Education meeting were included in agenda packet with nothing specific to report.

**D. CONSENT AGENDA**

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Consent Agenda for the September 9, 2019, Personnel Commission meeting.

Roll Call Vote: Ayes – Sison, Little, Wyatt

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

- a. Crossing Guard
- b. Program Aide-ESS
- c. Program Aide-ASES
- d. Program Aide-ESS

- e. Vehicle Maintenance Coordinator
- f. Noon Duty Assistant
- g. Noon Duty Assistant
- h. Lead HR Technician
- i. Office Assistant II
- j. Campus Security Specialist
- k. Electrician
- l. Accountant I
- m. Food and Nutrition Assistant I
- n. Food and Nutrition Assistant II
- o. Noon Duty Assistant
- p. Crew Chief II
- q. Lead Pool Technician
- r. Instructional Assistant-Preschool
- s. Instructional Assistant I – Special Education
- t. Instructional Assistant II – Special Education
- u. Program Aide-ESS

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

**E. ACTION ITEMS**

1. Classification Review Recommendation: Instructional Assistant – Gardening (Establish New Classification)

Director Scott Pilch conducted job description and salary analyses, including reviewing comparable positions from other districts. Internally, the salary aligns with those of the Instructional Assistants within the District.

It was moved (Little), seconded (Wyatt), and carried (3-0) to add the new classification.

Roll Call Vote: Ayes –Little, Wyatt, Sison

2. Classification Review Recommendation: Preschool Operations Supervisor (Establish New Classification)

Director Scott Pilch conducted job description and salary analyses, including reviewing comparable positions from other districts. Internally, the salary aligns with those of the Preschool Operations Supervisors within the District.

PSEA indicated that they have no objection to the addition of these two classifications but note that positions with foundation funding do come and go.

It was moved (Little), seconded (Wyatt), and carried (3-0) to add the new classification.

Roll Call Vote: Ayes –Little, Wyatt, Sison

3. Selection Process for the Director of Personnel Commission

It was moved (Little), and seconded (Sison) to discuss.

The position will be posted until September 16<sup>th</sup>, after which the hiring panel will be scheduled. The Interim Director would like to be ready for interviews before the October 14<sup>th</sup> meeting. It was noted that Commissioner Little will be unavailable September 24 through October 11.

No vote was necessary; the Interim Director will follow up and report to the Commission at the next regular meeting.

**F. DISCUSSION**

Future Structure of the Personnel Commission Office

Commissioner Little asked that this Discussion item be added to this agenda.

Commissioner Little has spoken with all three of the most recent Directors and the feedback from those discussions made it clear that the department is understaffed. All three former Directors recommended the addition of the new position of Assistant Director.

Commissioner Little suggested that it seemed that another recruitment position should be added as well.

Commissioner Little said that it is not clear in the Education code if the budget can be changed mid-year to fund the Assistant Director position, but that this is an emergency. Commissioner Little would like to work with the Interim Director to get this item onto the October agenda as an action item, and to move forward as quickly as possible. A possibility would be to have one member of the Personnel Commission meet to discuss this with both the BOE and the District staff to show that this is an absolute need, so that we have their support. Commissioner Little asked the Interim Director for his help with the process in order to add this new position in the mid-year.

**G. FUTURE MEETINGS**

The next regular Personnel Commission Meeting is scheduled to convene at 4:45pm, Monday October 14, 2019 in the District Office. It was announced that the remaining 2019 meetings will be November 4 and December 2.

**H. CLOSED SESSION**

1. Personnel Commission Director's Performance

The meeting adjourned to closed session at 5:40 p.m. The meeting returned to open session at 5:54 p.m. During closed session, there were no reportable items.

**I. ADJOURNMENT**

The meeting adjourned at 5:55 p.m.