

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
Monday, March 2, 2020**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:59 p.m., Monday, March 2, 2020, in the Community Room by Commissioner Margaret Wyatt.

Members Present: Margaret Wyatt, Chairperson
David Little, Vice Chairperson

Members Absent: Hans Sison, Commissioner

2. Welcome to the Public

3. Approval of Agenda

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the agenda for the March 2, 2020 Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little, Absent - Sison

4. Approval of Minutes of the February 3, 2020, Regular Personnel Commission meeting.

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes for the February 3, 2020 Personnel Commission meeting.

Vote: Ayes – Wyatt and Little, Absent - Sison

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

There were no comments.

2. Director

Director Lyche reported that the Classified Employee of the Year nominees were selected for 2020. The steps in the CEOY process were redesigned to match the procedures used to select and celebrate the certificated nominees. The Director and three staff members attended the second of five Merit Academy sessions, which

focused on the budget process and the Brown Act. A consultant has been retained to provide training and support for the classification review cycle.

3. **District**

There were no comments.

4. **Employee Association**

There were no comments.

5. **Staff**

Personnel Commission staff member Hannah Komorny provided an update on implementation of the OPAC automated testing software. OPAC was used it for 22 tests and is planned for an additional 94. Even with the expected initial difficulties, it has saved 22 hours of Human Resources Analysts' time compared to the manual scoring of tests.

6. **Operating Budget Report**

Director Lyche informed the commission that the first read of the 2020-2021 budget will be at the April Personnel Commission meeting.

7. **Recruitment Status Report**

Director Lyche pointed out that this report has a revised format and is more user friendly. He noted that the Personnel Commission has filled 622 classified positions since July 1, 2019. The Directors stated that they like the new report format.

D. CONSENT AGENDA

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Consent Agenda for the March 3, 2020, Personnel Commission meeting.

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

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

- a. Instructional Assistant – Vocational Education
- b. Noon Duty Assistant
- c. Occupational Therapist
- d. Budget Technician
- e. Food and Nutrition Area Supervisor
- f. Instructional Assistant 1 – Special Education
- g. Instructional Assistant 2 – Special Education
- h. Instructional Assistant – Bilingual Proficient
- i. Food and Nutrition Supervisor 1
- j. Food and Nutrition Supervisor 2
- k. Noon Duty Assistant
- l. Program Aide - ASES
- m. Instructional Assistant – Bilingual Proficient
- n. Program Aide - ESS
- o. Noon Duty Assistant

- p. Program Aide - ASES
- q. Noon Duty Assistant
- r. Systems Engineer
- s. Behavioral Intervention Instructional Assistant
- t. Instructional Assistant - ELL

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

E. FUTURE MEETINGS

1. Next regular Personnel Commission Meeting in the District Office (4:45 p.m.)
 - Monday, April 6, 2020
 - Monday, May 4, 2020
 - Monday, June 1, 2020

G. CLOSED SESSION

Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of public employee to hear complaints or charges brought against such employee by another person or employee.)

1. Employee Discipline Appeal
2. Personnel Commission Director's Performance

The meeting adjourned to closed session at 5:14 p.m. The meeting returned to open session at 5:24 p.m.

During closed session, there were no reportable items.

H. ADJOURNMENT

The meeting adjourned at 5:25 p.m.